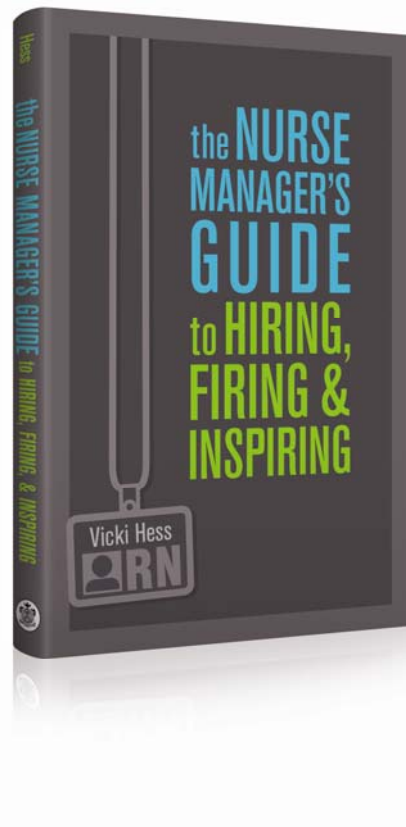
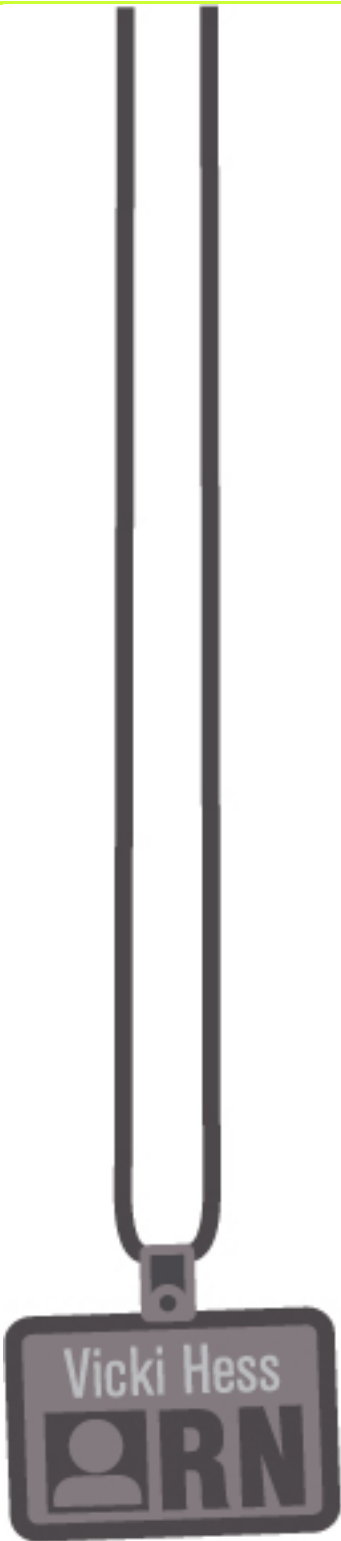


TIMESAVER TOOL

CHAPTER 13

STRESS REDUCTION MEETING WITH YOUR BOSS





STRESS REDUCTION MEETING WITH YOUR BOSS

One way to get a handle on changing priorities and challenges in your unit is to meet with your boss. Ask him or her to share (or confirm) the top 3 or 4 priorities for your area and together take a look at how and where you spend your time. With your boss, answer the following questions:

- Do your actions line up with the priorities?
- What appointments or items on your to-do list could be rearranged or delegated to others?
- What items should be dropped all together?
- What actions or appointments should be added?
- What are realistic expectations for responding to email and voicemail messages?
- What resources do you have available for delegating tasks?
- What else do you notice about how you spend your time?



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