

When your life overflows...

When an administrator asks you to do one more thing adding to the heap, here are some things you can say:



1. **Is this a directive/mandate?** (Why ask? To determine how important this is to your administrator and whether it's a want or need. They need to communicate the need to you clearly.)
2. **Will you please send this directive/mandate to me in writing?** (If it is important, they will provide you with the directive/mandate in a format that you can document so that you can properly follow up—this tactic separates the wants from the needs, the desired from the required.)
3. **What supports or resources are you offering to help me accomplish this task?** (Do not let them off the hook! They are demanding it, so they need to support you in completing it—and let you know if it needs to be a drafted, vetted professional piece. Supporting you IS their job!)
4. **Here are the other top priority things I am working on right now. Which of these do you suggest I move down the priority list to complete this new task?** (Don't try to do it all at once. Ask for other deadlines to be moved or removed. Engage the administrator in a dialogue about which tasks are more important and why.)
5. **How are you going to ensure that my workload is sustainable, and all administrative demands are in the best interest of our students?** (This is the most important question, and it is intentionally open ended. This is about them making a commitment to prioritize work time manageability.)
6. **How will I be compensated?** (Compensation can be given in the form of money – usually the contract hourly rate of \$51.01 – or time, aka “Compensatory Time Off” if the demanded task takes place outside of the professional day.)