<table>
<thead>
<tr>
<th>What would make me feel like I could be direct and clear when I cannot take something on?</th>
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<tbody>
<tr>
<td>When I can’t be fired for having a boundary.</td>
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<tr>
<td>Having enough teammates and transparency around our agreed on processes</td>
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<td>others offering to do it, systems in place to train others so that’s not as much of a difficulty</td>
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<tr>
<td>if I knew someone else could do it - if I knew there would be a solution</td>
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<tr>
<td>Knowing I won’t be punished for it</td>
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<tr>
<td>trust that others would take on the task</td>
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<tr>
<td>A culture where others have also done this</td>
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<tr>
<td>it’s clear who I say no to</td>
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<td>when there is a clear opportunity structured into meetings to communicate that</td>
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What would make me feel like I could be direct and clear when I cannot take something on?

- Knowing others in the group support me and trust me
- Having a group dialogue about this exact situation before it arises and making sure everyone is aware that their capacity is important
- People offering their capacity and trust
- Community agreements
- Permission to say no, or options about which parts to take on
- Modeling from others that this is acceptable behavior
- If our culture supported loving boundaries, and I trusted that others could step up to do the work.
- Compassionate response when I decline vs disappointment, negotiating, or punishment.
- Knowing that someone else would not be negatively impacted, and that it would not be received with negative judgement
What would make me feel like I could be direct and clear when I cannot take something on?

- A shame-free atmosphere that does not place others on pedestals for work they do or do not do. Everyone's work and voice is valued.
- A culture where this is acceptable.
- That this would help someone else, or a version of myself that would really appreciate it.
- If I felt less like an outsider.
- If I was clear that others had capacity to do more.
- Compassionate and deeply understanding people that understand the pressures of the hierarchy of human value and oppression.
- If there were a lot more people, and we had projects systemized in a way that they could carry on without an individual.
- If I knew I wouldn't be letting others down.
- When there is not an atmosphere of coercion around participation because work needs to be done.
What would make me feel like I could be direct and clear when I cannot take something on?

- Not feeling judged
- Knowing that either people will be able to do the work or that everyone accepts that the thing can't be done.
- When others model it for me.
- Having clear asks for tasks and not assumptions that 1 person will do a task because they have been
- knowing that "no" would be accepted and not feel guilty or pressure to say yes
- If I set boundaries beforehand, when possible.
- Knowing someone else will do it
- having a community of trust
What would make me feel like I could be direct and clear when I cannot take something on?

Growing our org enough to have enough other people with capacity to do it. Having better org boundaries and honesty with ourselves about our limits and capacities.

Knowing my response will be respected/adhered to.

Knowing that the person I'm reporting to will not get mad at me or consider it a detrimental reflection of my other work.

If there is trust when I say no and they will listen to it.

Having a facilitator who can help us work through what's going on if no one is volunteering.

A culture where saying 'no' is a value.

When I've seen other people be direct about this in the group and are met with support for sharing.

If there were someone else who could do it instead.

Trusting that if it's not good for me energetically, then it's not good for us as a group.
What would make me feel like I could be direct and clear when I cannot take something on?

- plenty of people to do it; skilled to do it; pervasive interpersonal understanding of my and others limitations
- If I knew other people understood / trusted that I know my boundaries best and encouraged me to do so
- Knowing that it won’t be left to someone who’s already got more than enough to do
- When we have discussed boundaries, dominance, and flakiness so we have shared language and understanding to do this
- When people in the group are invested in my well being, beyond the task
- Having a culture of people being able to easily say both yes and no rather than rigidly always one or the other
- Have feedback on my performance, others modelling it.
- knowing/trusting that I can have capacity to even self evaluate/self reflect on my needs and active supports
- If others in the group are also communicating their needs, expectations, or priorities within the group (rather than assuming everyone is on the same page/has same priorities)
What would make me feel like I could be direct and clear when I cannot take something on?

- Being able to know that there will still be a good outcome
- That the norm of not taking work is stated and written in group bylaws.
- Being asked ahead of time with a known selection of answers / multiple choice, one of which is “don’t take this on”
- Normalizing drawing boundaries and decrease taking “No’s” personally. Also trust that this will get done at the speed of trust which probably isn’t as fast as I think.
- Being able to change my answer as things change for me – opportunity for check-ins within a culture of transparency. Having a better assessment of my own capacity and patterns around burn out.
What gets in the way of me starting or completing tasks I agree to?

- exhaustion from my day job
- Getting overwhelmed from other obligations outside of group
- Feeling like I don't know how to get started, that no one will notice, too busy with life
- Feeling I need to do it perfectly
- relying on other people for some of the pieces
- Depression. Lack of community support
- Feeling exhausted
- Feeling like I don't know how to do it, feeling like no one will notice if I don't
- nobody checking up on it - need more accountability spaces! OR, not enough training/support from people who know more.
What gets in the way of me starting or completing tasks I agree to?

- Shame spiral
- Overwhelm. Fear of doing it wrong.
- Unexpected trauma responses, or flareups of chronic pain/illness.
- My neurodivergence, my day to day health, lack of sleep, etc.
- Over committed
- ADHD burn out
- It's tedious so I procrastinate
- Overcommitting/overestimating what I can do in a given time
- It I begin feeling overwhelmed, or if I feel unsupported by other people in the group.
What gets in the way of me starting or completing tasks I agree to?

- Overpromising because I’m not honest with myself about my own capacity
- Exhaustion and sometimes feeling like I’m not good enough
- Running into overwhelm in knowing if I’m doing the job right and there are no partners cause I’m a new comer
- Lack of accountability
- Not being organized to remember all the things I need or want to do
- Feeling overwhelmed about where to start and other tasks pending.
- It’s going to take a lot of mental energy and I need a lot of time to set aside and I don’t have mental bandwidth more than time
- Anxiety- especially when it’s something out of my wheelhouse, or having bad mental or physical health day
- Anxiety that I won’t be able to complete/achieve them; that I lack information or skills or resources.
What gets in the way of me starting or completing tasks I agree to?

- Not sure how to start on my own. Not sure how to ask for help.
- Neurodiversity
- Worried I am taking on too much or not doing it well enough - group scarcity and worried I am taking over
- Executive dysfunction
- Not feeling supported by the group
- Waiting for other people's part.
- Nothing
- Anxiety about not getting it done
- Mis-estimating my energy level
What gets in the way of me starting or completing tasks I agree to?

- Perfectionism and ADHD
- Needing to work for paying bills :
- Overwhelm. Not knowing how to actually do the thing I said I'd do I agreed, but don't actually have capacity or interest in doing it. I don't want to.
- Hard to keep my energy up since many have slacked off. Our morale is low!
- Not sure where to start in the overwhelm
- The feeling it's not what people want me to do, or that it's wrong / not good enough.
- Executive dysfunction
- The work becomes more than it originally started out to be
- Struggling to find a balance when we're not actively doing accommodation for disability
What gets in the way of me starting or completing tasks I agree to?

- Vicarious trauma...
- Shame around not knowing how to do something (neurodivergent)
- The problem was reexperienced, as a person directly affected by what we are working on in the group, energy depleted.
- Overwhelm
- Finding it less important on the day's tasklist---which may be rest. Over-relying on colleagues when tasks are co-assigned or ambiguously taken up by multiple people.
- Interruptions
- Avoidance after other anxiety over obligations
- Feeling dread that the work is going to pile up...this email will lead to planning this meeting which leads to making a when2next, etc.
- Unclear success criteria, what is the team looking for? How much is enough?
What gets in the way of me starting or completing tasks I agree to?

- I have a small business, other community engagements, and family commitments. This is one thing I do among many.
- Individualism or silos in our groups that prevents us from collaborating to get it done.
- Emails, or responding to lots of emails with complex items. In my chest/lungs.
- Unexpected crisis.
- Lack of support or stopping myself before I let myself start because of some insecurity I struggle to work through.
- Afraid of "doing it wrong".
- An absence of input when I ask for it (i.e., an important question in the group chat that goes unanswered).
- Perfectionism. Overwhelm. Needing to do it the "right" way. Self doubt. And, distance from the energy of my "yes" in the moment.
- Clear.
What gets in the way of me starting or completing tasks I agree to?

in a way that shows it's coming from a place of intention and understanding
<table>
<thead>
<tr>
<th>What helps me organize and prioritize tasks?</th>
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<tbody>
<tr>
<td>Things I’m doing well + Things I could improve</td>
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<tr>
<td>Gentle and direct. Ideally with solutions or suggestions.</td>
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<td>forewarning</td>
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What helps me organize and prioritize tasks?

prescriptive

from a place of accusation instead of curiosity
How do I like to get feedback?

- solution-oriented
- what to do instead
- from a place of belonging
- sharing positive notes
- in person with empathy
- shortly after incident
- strength building
- when I ask for it
- without shaming
- with affirmation
- with empathy
- be generous
- compassionately
- constructively
- direct
- clearly
- timely
- 1 on 1
- space to process
- in person
- easy going
- incidentally
- see intent
- compassionate
- encouraging
- affirming
- unbiased
- immediately
- in small group
- kind
- calm
- specific
- with context
- as explicitly as possible
- during scheduled times
- assuming my competence
- written down
- written
- verbally
- directly
- open
- honest
- respect
- acknowledges effort
- asking if feedback is ok
- thoughtful
- privately
- from experience
- forward thinking
- balanced
- realistic
- unapologetic
- in the moment
- with consent
- curiosity
- encouragement
- transparent
- not virtual
How do I not like to get feedback?