What would make me feel like I could be direct and clear when I cannot take something on?

- When I can't be fired for having a boundary.
- Having enough teammates and transparency around our agreed on processes.
- Others offering to do it, systems in place to train others so that's not as much of a difficulty.
- If I knew someone else could do it - if I knew there would be a solution.
- Knowing I won't be punished for it.
- Trust that others would take on the task.
- A culture where others have also done this.
- It's clear who I say no to.
- When there is a clear opportunity structured into meetings to communicate that.
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.
- Explicit detailing that it's Acceptable and Encouraged to be mindful of my boundaries of ability and such.
- If I set boundaries beforehand, when possible.
- Having clear asks for tasks and not assumptions that 1 person will do a task because they have been known to do it.
- Knowing someone else will do it.
- Having a community of trust.
- Knowing that "no" would be accepted and not feel guilty or pressure to say yes.
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?

<table>
<thead>
<tr>
<th>Condition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plenty of people to do it, skilled to do it, pervasive interpersonal understanding of my and others limitations</td>
<td>If I knew other people understood / trusted that I know my boundaries best and encouraged me to do so</td>
</tr>
<tr>
<td>When we have discussed boundaries, dominance, and flakiness so we have shared language and understanding to do this</td>
<td>Knowing that it won't be left to someone who's already got more than enough to do</td>
</tr>
<tr>
<td>Have feedback on my performance, others modelling it.</td>
<td>Having a culture of people being able to easily say both yes and no rather than rigidly always one or the other</td>
</tr>
<tr>
<td></td>
<td>Knowing that I can have capacity to even self evaluate / self reflect on my needs and active supports</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
</tbody>
</table>
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.
- 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.
- Over committed
- Overcommitting/overestimating what I can do in a given time
- Unexpected trauma responses, or flareups of chronic pain/illness.
- ADHD, burn out
- It’s tedious so I procrastinate
- It if 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 overwelm in knowing if I'm doing the job right and there are no partners cause I'm a new commer
- 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 Orr 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.
- executive dysfunction
- Nothing
- neurodiversity
- not feeling supported by the group
- Anxiety about not getting it done
- Worried I am taking on too much or not doing it well enough - group scarcity and worried I am taking over
- waiting for other people's part.
- 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 when2neet, 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
### What helps me organize and prioritize tasks?

<table>
<thead>
<tr>
<th>Things I’m doing well + Things I could improve</th>
<th>compassionate, gently and direct, sooner rather than later</th>
<th>with warning and in a setting where I can walk away and digest it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gentle and direct. Ideally with solutions or suggestions.</td>
<td>collaboratively</td>
<td>Check in about it beforehand and afterward</td>
</tr>
<tr>
<td>forewarning</td>
<td>hoarding and then dumping</td>
<td>Reactive.Complaining.Passive agressive.</td>
</tr>
</tbody>
</table>
What helps me organize and prioritize tasks?

prescriptive

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

- Compassionate
- Encouragement
- As explicitly as possible
- What to do instead
- Kindness
- Compassionately
- In person with empathy
- Unapologetic
- Space to process
- Written down ideally
- Privately
- In small group
- Asking if feedback is ok
- Balanced
- With permission
- Unbiased
- Constructive
- Direct
- Timely
- One on one
- Verbally
- Clearly
- Honestly
- Respect
- Specific
- From experience
- Room for improvement
- Easy going incidentally
- With context
- Strength building
- Forward thinking
- Can see intent
- During scheduled times
- Affirmation
- Be generous
- Affirming
- Open
- Curiosity
- Not virtual
- Realistic
- From a place of belonging
- Sharing positive notes
- Without shaming
- What do to instead
- Kindness
- In the moment
- Sharing positive notes
- Appreciation
- When I ask for it
- With affirmation
How do I not like to get feedback?