










Avoid Overcommitment by Creating a Filter for New “Opportunities”

Hard workers like you are often presented with new opportunities. To help you avoid overcommitting based on the “wandering standard effect,” it can be helpful to think about your true values and desires well before you add new roles, responsibilities, and opportunities to your plate. Below are different categories of investments you may want to consider. Make it a hard-and-fast rule that new responsibilities pass your written litmus test before you pursue them.

INVESTMENT	POTENTIAL FILTERING QUESTIONS
 TIME	<ol style="list-style-type: none">1. Can I take on this responsibility while my kids are in school?2. Will this responsibility take away time or attention from people I love?3. Will I have less time for the rest and breaks I need if I take on this new responsibility?
 PEOPLE	<ol style="list-style-type: none">1. Will I get to work with “A” players or people I enjoy who have the potential to become friends?2. Will I get to choose my team?3. Will I have to work with anyone I don’t enjoy or don’t respect or whose work quality does not meet acceptable standards?
 SKILLS/ HABITS	<ol style="list-style-type: none">1. Does this opportunity require a unique skill of mine?2. Will I learn a new skill I need to grow toward better fulfilling my purpose?
 PLAN	<ol style="list-style-type: none">1. Is there a plan for what I can give up so I can make room for this new role/opportunity/responsibility?2. Will I be well compensated financially, personally, and professionally?
 STRENGTHS	<ol style="list-style-type: none">1. Does this new commitment play to my strengths?2. What weaknesses of mine may need support so I can achieve success with more grace and ease?3. Is there enough support so I alone am not responsible for key outcomes?
 PLACES	<ol style="list-style-type: none">1. Is the workplace organized to my liking?2. Do I like the energy of the environment?
 ENERGY	<ol style="list-style-type: none">1. Will this be fun?2. Do I feel drained entertaining this idea?3. Am I doing this because I feel like I’m the only one who is capable enough?4. Do I know specifically why I want to make this commitment? Are there at least three good reasons?



Commitment Filter

MINIMUM SUCCESS CRITERIA

1. When I think about this, I feel more energized, enthusiastic, curious, and/playful.
2. My unique strengths will be on display.
3. This will not take away from time I would otherwise have spent with those I love best of all.

INVESTMENT	QUESTIONS