

## What is the 'AND overload'

The challenge of doing two different but equally important things at the same time.

## Examples of 'AND' balancing acts

- ↳ Being strategic **AND** focusing on what you need to do today
- ↳ Thinking **AND** doing
- ↳ Thinking long term **AND** thinking short term
- ↳ Focusing on people **AND** on performance
- ↳ Investing in your career for the future **AND** developing the skills you need today
- ↳ Managing senior stakeholders **AND** everyone else!

**Move from...** **to...**  
AND overload AND agility

This means you'll be more flexible and adaptable. You'll also feel more in control and less frustrated.

## Coach yourself question

What could it look like to have AND agility rather than AND overload?



## Ideas for action



### 1. Own your 'ANDS'

- ↳ Which of your ANDs matter most to you?
- ↳ What's the pull and what's the problem?

*This helps you see the things that contribute to the overload that need to be addressed to get to AND agility.*



### 2. Reframe frustration to a positive future state

Imagine you're selling the skills that you want to have in an interview. For example:

*One of the ways I add value as a manager is by balancing enabling the team to do their work without compromising progress on my priorities.*



### 3. Understand when AND overload occurs

Focus on the moments and meetings in your week where you feel most conflicted. Making changes to these moments will have the biggest impact.



### 4. Accumulate your 'ANDS'

Reflect on how much time you are spending on each side of the AND equation. It's easy to lose perspective when you think there is a problem. Data will help you to stay objective.



### 5. 'AND' conversation starters

Talk to the people who can support your AND agility. Try this script to communicate in a way that's non-confrontational:

- ↳ *To do my job well I need to balance... AND... I find it difficult when... One thing that would help me is... How would that work for you?*

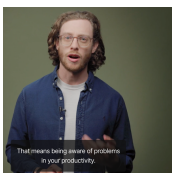


### 6. Get some 'AND' emphasisers

Your 'AND' overload may feel hard for you, but it isn't unique to you – get yourself a mentor/s who can share their tactics.

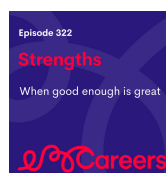
*These chats can help you feel better and help you give yourself a break.*

## Recommended resources



### The unexpected key to boosting your productivity

A short video from entrepreneur Dan Shipper about adopting an awareness-first approach to productivity



### When good enough is great

Practice a 'good enough' approach to reduce pressure and accelerate your progress. Episode #322 of Squiggly Careers.