



The Workload Boundary Line

A simple way to define what matters, prevent overworking, and protect capacity.

1 — Identify the essential effort for the task

Essential Effort: High-value actions that move your work forward with clarity and purpose. These tasks have clear outcomes, predictable steps and reasonable stopping points.

3 — Decide the moment where essential effort ends

Extra time, detail or reworking that does not meaningfully improve the outcome. These tasks expand in a way that increases effort without increasing impact.

4 — Notice where diminishing returns begin

2 — Define what “good enough” looks like

Good enough means meeting the purpose of the task. Not lowering expectations.



Diminishing Returns

Q. What does good enough look like for this task?

Q. Am I working past the point where good enough is already achieved?

Q. What action has the most value right now?



STOP POINT: The moment where essential effort ends. Everything beyond this is “more” but not “better”.

5 — Stop at the stop point and leave any extra steps undone.

Sustainable effort comes from clear stopping points, not endless improvement.

Notice. Act. Prevent.



THE WORKLOAD BOUNDARY LINE

A simple way to define what matters, prevent overworking, and protect capacity.

What This Tool Is

The Workload Boundary Line helps you decide where useful effort ends and unnecessary extra work begins. It supports clearer decisions about how much is enough and protects your capacity by helping you stop at the point of real impact.

Why This Tool Helps

Because workload grows when boundaries aren't clear

Tasks naturally expand unless a stopping point is defined.

Because good enough is often enough

Extra detail rarely improves outcomes but always increases effort.

Because pace and pressure distort judgement

Busy moments can make low-value work feel essential.

Because boundaries protect clarity and capacity

Stopping earlier prevents depletion and supports sustainable effort.

Because it strengthens consistency

Clear stopping points reduce overworking across the week.

Because perfectionism hides the stop point

Defining good enough prevents unnecessary extra work before it begins.

Who This Tool Is For

This is a professional tool, not a wellbeing worksheet.

Anyone working in a busy school environment who wants to manage their workload more sustainably, including teachers, teaching assistants, support staff, pastoral roles, SENCOs, and administrators.



When to Use This Tool

Use when you notice:

- Tasks expanding beyond plan
- Difficulty stopping or switching off
- Unnecessary reworking or polishing
- Unclear sense of what is enough
- Pressure or frustration building
- Drift into lower-value work
- A growing sense of being behind

Ideal moments:

- Before planning, marking or preparation
- During busy or high-pressure periods
- At the start of tasks that could escalate
- When tempted to add “just one more thing”
- When you want to protect your stop point

How to Use the Workload Boundary Line

1 Identify the essential effort

Name what you are working on and what the task requires.

2 Define what “good enough” looks like

- Be clear about the minimum effective outcome before you start.
- Good enough means meeting the purpose of the task, not lowering expectations.

3 Decide the moment where essential effort ends

Set your STOP POINT in advance.

4 Notice where diminishing returns begin

Extra detail, polishing or reworking that does not change the outcome.

5 Stop at the stop point

Leave any extra steps undone and move on.



STOP

Stop where the work stops.

Not where your worry stops.

Return to the line when pressure rises and use the prompt questions to reset your boundaries and protect capacity.

Notice. Act. Prevent.

A simple way to restore clarity and protect capacity before pressure escalates.