



# Workbook, CPD & Reflection Log

## Episode 108: What We Wish We'd Learned at Med School

*with Drs Ed Pooley & Hussain Gandhi*

It could be an eagerness to do your job, an extreme independence, a desire to please people, or something else entirely. Whatever the reason, people often struggle with delegating, saying no and passing on tasks to someone else. Shouldering this much workload may eventually lead to burnout and possibly even feelings of resentment towards a job that you used to be passionate about.

In this episode of You Are Not a Frog, Drs Ed Pooley & Hussain Gandhi will guide us through the often difficult art of saying no and delegating tasks. Apply their advice to feel more comfortable and empowered in your career!

### Podcast links

[Episode 74: Managing Your Time in a System Which Sucks](#) with Dr Ed Pooley

[Episode 78: Complaints and How To Survive Them Series 1: Preparing to Fail Well](#) with Drs Sarah Coope, Annalene Weston & Sheila Bloomer

[Episode 80: Complaints and How to Survive Them Episode 2: What to Do When You Make a Mistake](#) with Drs Clare Devlin & John Powell

[Free to Focus: A Total Productivity System to Achieve More by Doing Less](#) by Michael Hyatt

[Ike App](#)

Check out our [Permission to Thrive CPD membership](#) for doctors

Find out more about the [Shapes Toolkit](#) training, talks and workshops

[Sign up here](#) for more **free** resources

Join the [Shapes Collective FB group](#)

[Email Rachel](#) or reach her on [LinkedIn](#) or [Twitter](#)





## Guest links

### Connect with Ed:

[LinkedIn](#) | [Twitter](#)

Ten Minute Medicine [Facebook page](#) & [website](#)

Join Ed's Facebook group for healthcare professionals: [Difficult Conversations: Understanding Communication & Psychology in Health](#)

### Connect with Hussain:

[LinkedIn](#) | [Twitter](#)

eGPlearning:

[Website](#) | [Facebook](#) | [YouTube](#)

## Quote to remember:

*'If you don't understand how to delegate, how to say no, it means you will end up doing everything. And if you end up doing everything, you're not gonna be doing the career very long, to be honest. Because it's the quickest route to burnout.'*

## What You Will Learn

If you find yourself working every night and ALL weekend, then that maybe sign that you're taking on too much. It could happen for many different reasons, but you may find it leads to burnout.

Learning to say no and delegate tasks can be empowering. Permitting yourself to say no allows can help you to say yes to the things that you want to do and the things that you're truly good at. On the other hand, delegating tasks may give you more control over your time.



To do this, you must dig deep into your mindset and figure out the reason why you might be struggling to say no. From there, you can start reconstructing your mindset and break habits that aren't helping you. Knowing your strengths and weaknesses, as well as your likes and dislikes, may also help you figure out what tasks are suitable for you.

The activity below will guide you in learning to say no and delegating tasks. By reflecting on these things, you'll be able to start to regain control and feel empowered in your career!

## Activity: Regaining Control Over Your Work

Sometimes, we find it difficult to say no and end up taking more tasks than we can manage. **Do you struggle with saying no? Why or why not?**

In the table below, describe situations where you said no, and some where you didn't say no. Describe the outcomes of each situation on yourself, the quality of your work, and your feelings towards your job.

When I Said No	When I Didn't Say No
----------------	----------------------



--	--

**Do you tend to seek validation and please others? How could you break this habit?**

**Do you struggle with delegating tasks? Why or why not?**



Delegating tasks will also help you avoid taking on more work than needed. If you take on a task which someone else could do (and maybe even better than you!) it may be a waste of your precious time.

**Fill in the table below to find out which task should delegate and which you should prioritise**

Things I'm Good At	Things I Love Doing
Things I'm Not Good At	Things I Dislike Doing



If you're struggling with saying no and delegating tasks, it could be due to your own stress response when worried about upsetting someone. When faced with the decision to take on a task or refuse it, you might find yourself already saying yes before you even have the chance to think about it.

**List at least six exercises or activities you can do when you're stressed or anxious that could help you think more clearly.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_

**How do you maintain a good balance between your work and personal life?**

**If you could go back in time, what three things would you tell yourself at the beginning of your career?**



1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Look back on your experiences and career so far. Is what you're doing right now leading to where you want to be? If not, then why? What has to change?

### CPD time claimed:

For more episodes of *You are not a frog*, check out our website [www.youarenotafrog.co.uk](http://www.youarenotafrog.co.uk) follow Rachel on Twitter @DrRachelMorris and find out more about the *Permission to Thrive* CPD membership for doctors and online and face to face courses on surviving and thriving at work at [www.shapestoolkit.com](http://www.shapestoolkit.com)