

[What's happening at Thresholds this month....](#)[View this email in your browser](#)

Holding the fort with confidence!

Summer is here, and it's the perfect time to kick back, relax, and recharge those batteries. But while others may be off enjoying their well-deserved summer break, what if you're the one left holding the fort? During times when colleagues are absent, it is even more crucial to set clear boundaries both to maintain productivity, but also to ensure you retain a healthy work-life balance.

Stepping up, when colleagues are absent, can be an opportunity for you to grow and develop by trying new things, but it can also be challenging at times! At Thresholds, we have **3 top tips** to help you make the most of the experience and minimise stress:

1. Ruthlessly prioritise

Create a clear plan of action by identifying all the critical and time-sensitive tasks. Be ruthless when you are deciding what is critical - in reality, most things can wait a while! Stay organised, maintain your to-do list, and focus on accomplishing tasks methodically. While it's important to recognise your role in keeping things running smoothly this shouldn't come at the cost of your wellbeing, so take a step back and objectively evaluate the workload. It's crucial to take a systematic approach to prioritisation that goes beyond simply responding to those who shout the loudest.

If the workload is genuinely excessive and overwhelming then it's essential to push back assertively - communicate your concerns but also offer solutions, such as redistributing tasks or adjusting deadlines. Don't hesitate to reach out for support or guidance from managers, senior leaders, or other teams. Seeking assistance is not a weakness. Learn how to say no: this one can take a bit of practice, but mastering the art of declining tasks that don't align with your priorities or overload your plate can be a game changer!

3. Take care of yourself

Being flexible and taking on additional tasks is part of being a good team player, but if you're left holding the fort for long periods of time, it can detrimentally impact your own wellbeing and it's likely that no-one else will be thinking about how it is impacting on you. So, make sure you speak out! Establish realistic expectations regarding your workload and make it clear what you can and cannot handle within the given timeframe. Clearly communicate your boundaries in terms of working hours, availability, and capacity. Ensure you still take regular breaks and manage your stress levels by eating well, getting in some regular movement and making time to participate in the activities you enjoy outside of work. Your life does not need to be put on hold!

While others are enjoying their break, your dedication and commitment play a vital role in maintaining the office's stability. It can be challenging, but it also provides an opportunity for personal and professional growth. Embrace the experience, maintain a positive mindset, and showcase your abilities - but have the confidence to communicate if what is being asked of you is too much!

The team at Thresholds wish you all an incredible summer filled with relaxation, adventure, and good memories.

Read on to find out **what's happening at Thresholds this month.**

For details of all our upcoming programmes, workshops and free events see below. We offer a range of tailored and targeted courses and mentoring support at all levels. If you want more info about anything happening this month or to find out how you can book a workshop for your organisation just get in touch!

info@thresholds.co.uk

**Succeeding at
Interviews Dates**



Succeeding at interviews is a two-day workshop designed to equip everyone with the practical skills to excel in interviews – no matter what questions are asked. Participants develop their own unique personal brand, and learn how to communicate this with impact and memorability.

Succeeding at interviews

Mon/Tue 10-11 July - Book your place via [Eventbrite](#)

Speaker / Networking Sessions



Join our monthly FREE virtual events that are aimed at all women. Each month we focus on a different topic that impacts women in the workplace. We also hold regular speed networking sessions.

Free Session for Women: Boost your resilience to give and receive feedback

Mon 5 July 11:30-12:45 - [Book your free place](#)

FREE Speed networking session for women

Tue 1 Aug 11.00-12.15 - [Book your free place](#)

Programme Dates



Crossing Thresholds is our flagship year-long programme that offers a structured and supportive environment for women to develop their careers and achieve their potential. The programme remains very popular and most upcoming sessions are fully booked but keep checking as new dates are added regularly.

Find out more on our [website](#).

All other organisations should [contact us](#) to find out how you can book Crossing Thresholds for your team.

AO/EO

22/23 Nov 2023 (NEW DATE)

HEO/SEO

31/1 Jul/Aug 2023 (FULL)

23/24 August (9 places left)

28/29 Sep 2023 (FULL)

G7/G6

18/19 Sep 2023 (FULL)



The Thresholds Team

Liza, Emma, Flora, Jo, Jacqueline, Sheida, Fiona, Kate & Kaylisha

www.thresholds.co.uk

info@thresholds.co.uk



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