



Tired of Boundaries Being Ignored?

Reclaim your work/life balance with just one single email (without sacrificing politeness.)

YOUR COACH

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Confidence Leadership Coach For Women

I'm a former Executive Recruiter and Senior HR Professional who's now a dedicated Leadership Coach, focused on empowering women to Lead With Unshakable Confidence, even when life gets messy and that inner critic starts acting up.

For the past 15 years, I've worked with thousands of women from tech giants like Google to grassroots not-for-profit startups. They all shared one thing: **a strong drive to make a difference. But, as we all do, they faced their own inner battles along the way.**

My mission? To stand by your side, helping you conquer those demons and emerge as a leader with rock-solid confidence. Let's tackle those challenges head-on together, embracing the journey with unapologetic authenticity!



Unlock the
Confidence to
Clarify Your
Availability and
Boundaries.

Templates:

Please note that the following email templates are provided as a guide and should be customised to suit your specific tone, situation, and context.

Each template is written in British English, but you may need to adjust the language to match your preferred style, including converting it to US English if necessary.

Customisation Guidance:

Tone and Style: Review each template carefully and adjust the language, tone, and style to align with your personality and communication preferences. Add personal touches to make the message more authentic and relevant to your situation.

Specific Details:

Replace placeholders such as [Supervisor's/Colleague's Name], [specific project or achievement], and [Your Name] with the appropriate names, details, and relevant information relevant to your situation.

Sensitivity to Context:

Consider the context and recipient when customising the templates. Tailor the message to suit the nature of the relationship, the significance of the occasion, and the cultural norms of your organisation.

Proofreading: Before sending the email, carefully proofread the customised version to ensure clarity, correctness, and professionalism. Check for any grammatical errors, typos, or inconsistencies that may detract from the message.

Why They Work - The 7 Key Parts

1. **Subject Line:** Clarifying Workload and Priorities:

Purpose: The subject line clearly communicates the intent of the email, setting expectations for the recipient.

Why it works: It's specific and to the point, making it more likely to be opened and understood.

2. **Greeting and Introduction:**

Purpose: Establish rapport and set a respectful tone.

Why it works: It begins with a polite greeting and a genuine inquiry about the recipient's well-being, showing courtesy and professionalism.

3. **Acknowledgement of Commitment:**

Purpose: Validate previous discussions and reinforce commitment to the job.

Why it works: It acknowledges the manager's trust while reaffirming the sender's dedication to delivering quality work.

4. **Expression of Concern:**

Purpose: Address the issue diplomatically without blaming or accusing.

Why it works: It highlights a concern (increase in workload) while maintaining a diplomatic and professional tone, avoiding confrontation.

Why They Work - The 7 Key Parts

5. **Proposal for Solutions:**

Purpose: Offer constructive suggestions for resolving the issue.

Why it works: It proposes a collaborative approach to finding solutions, showing willingness to work together for the benefit of the team and the organisation.

6. **Request for Meeting:**

Purpose: Set up a time for further discussion and action.

Why it works: It proactively suggests a next step (a meeting) to address the issue, demonstrating initiative and a proactive attitude.

7. **Closing and Signature:**

Purpose: Conclude the email on a polite note and provide contact information.

Why it works: It ends with a polite thank you and a professional sign-off, maintaining professionalism and courtesy throughout the communication.

Email 1: Setting Clear Boundaries

Subject: Clarifying Workload and Priorities

Hi [Manager's Name],

I hope this email finds you well. I wanted to touch base regarding our recent discussions about my workload and priorities.

As much as I'm committed to delivering exceptional results, I've noticed a significant increase in the volume of work requests recently. While I appreciate the trust you have in my abilities, I believe it's essential to ensure a balance between productivity and maintaining a sustainable workload.

To that end, I'd like to discuss prioritising tasks and projects more effectively to ensure that I can give each assignment the attention it deserves. Additionally, I would appreciate your support in managing incoming requests to prevent overload and maintain quality output.

I'm more than willing to collaborate on finding solutions that benefit both the team and our objectives. Could we schedule a brief meeting to discuss this further at your earliest convenience?

Thank you for your understanding and support.

Best regards,
[Your Name]

Email 2: Clarifying Availability and Boundaries

Subject: Clarification on Work Availability and Boundaries

Hi [Colleague's Name],

I hope you're doing well. I wanted to touch base regarding the recent increase in work requests coming my way.

While I'm dedicated to supporting the team and contributing to our collective goals, I've noticed that my workload has become quite overwhelming. To ensure that I can deliver quality results and maintain a healthy work-life balance, I need to clarify my availability and boundaries.

Moving forward, I kindly ask that all work requests be channelled through [designated communication channel or person]. This will allow me to prioritise tasks effectively and manage my time more efficiently.

I appreciate your understanding and cooperation in this matter. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your support.

Best regards,
[Your Name]

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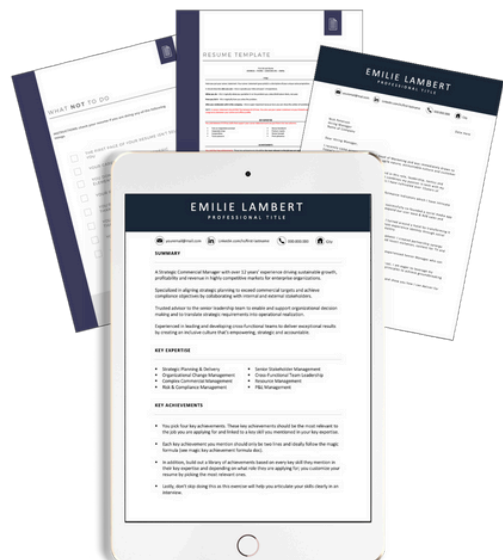
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