

Free one-task workload check

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You want to help without taking every job. Start with one task and one clear limit. No purchase is needed. Your worth does not depend on how much work you take.

Made-up example

Sam's supper work takes six hours, not the two he first thought. Buying food, travel, setup, and cleanup all count. Sam can offer two hours next time.

He asks the person in charge about sharing or reducing the plan before Friday's food order. He asks for an update Thursday; approval and willing help are still open. No helper means a gap to decide, not six hours assigned back to Sam.

Four choices

Keep only what you freely agree to. Share clear parts with willing people. Reduce the task with proper approval. Stop optional work through the proper process. Required duties need their actual change or transfer route.

For a new request, you may say no. For a duty you hold, name your limit, deadlines, and who must arrange the change. If you cannot safely continue, tell the proper contact now; do not promise work you cannot do.

My one-task check

Private preparation. Use the example on page 1. Keep personal reasons and other people's private stories off this page.

Long answers: use a separate sheet labeled with this page and question. Before printing, check that all typed words show.

Task and every step, including travel and cleanup

Real time needed. Promises and next deadline

My limit: what I can offer and when it ends

Keep, share, reduce, or stop? Who must approve?

Next conversation, open facts, and update date

You can speak from this page without sharing it. An idea written here does not assign work or change a lodge rule.

Offer one small job, not a blank check

Filled offer

Would you set six dining tables Friday from 5:30 to six? I will show one table. Supplies are in the room. No cooking, heavy moving, or cleanup is part of this task.

You may decline.

If you accept and later cannot come, tell me through our agreed contact route. I will ask the person in charge to simplify the setup; you do not have to find a replacement.

Before asking, check these facts

Purpose and task. What is outside it. Place, start, and finish.

Teaching, supplies, costs, and safe methods. Contact if plans change.

Approval needed. Fallback if nobody agrees.

Use the answer honestly

Yes: check what he accepted, including the finish.

No: thank him and stop asking.

Unsure: agree a reply date; do not treat that as yes.

A changed task needs a new agreement.

**No helpers? Take required or unknown duties to the person in charge.
Ask about reducing or stopping optional work. Do not assign the gap to
an absent brother or to yourself by default.**

Words to say and a five-minute practice

A new request

“Thank you for asking. I cannot take that on.”

A limit on existing work

“This takes six hours. I can give two next time. Can we check a smaller plan or willing help before Friday? Who can approve the change?”

A respectful refusal

“Thanks for letting me know.” Do not ask for proof that the person is busy enough.

Try it once

Alone, read both parts aloud. Pair or class: use the made-up offer on page 3 and a refusal. People may watch.

0–1 minute: choose roles.

1–2:30: first person offers; partner says no. Thank him.

2:30–4: say “Switch.” Repeat with roles reversed.

4–5: name what was clear.

Finish with one check

Can you name the task, limit, and next step? Can the other person say no and still feel welcome? Before real changes, check approval and existing promises. Keep private notes private; retain approved decisions through normal lodge routes.

Share this complete handout free with author and brand credit. Adapt it for lodge use and label changes. The full guide adds forms for an agreed decision, handover, and review, plus words for each step.
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