



Workload Management Checklist

Implementing practices intended to reduce workload and overwhelm is good for both the individual employee and the organization. In collaboration with employees, leaders can address excessive work demands, keeping the following concepts top of mind.

- ✓ Monitor workloads during periods of high demand, and provide additional support where required.
- ✓ Reexamine feasibility of timelines for the given workload and adjust accordingly.
- ✓ Create an intentional process of giving staff a chance to analyze and understand the nature of their overwork and how it can be addressed.
- ✓ Empower employees in the redesign process.
- ✓ Invest in resources to ease workloads, including technology, workflows, and meeting efficiencies.
- ✓ Be willing to reduce the use of employee productivity tracking technology, at least to measure and study other ways of reducing burdens while increasing productivity.
- ✓ Ensure that employees have appropriate knowledge, skills, and abilities for the work they are assigned.
- ✓ Give employees control over the order, method, and pace at which they complete tasks.
- ✓ Allow and encourage employees to take breaks or “time out” from emotionally demanding work.
- ✓ Carry out change processes with openness and transparency, so that employees understand why and how changes will occur and the impacts they will have.

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