



MANAGING YOUR WORKLOAD

Workload management is a key cause of workplace stress.

Difficulties in managing workload can be caused by having too much or too little work or being unable to regulate the flow of work (so constantly having peaks and troughs). Unchecked problems in managing workload can lead to feeling overwhelmed, poor motivation, poor confidence, stifled creativity, poor work life balance which can lead to challenges in personal relationships and ultimately all that hard overwork could eventually lead to performance management.



TORUS
WELLBEING CLINIC

Managing Your Workload

The good news is you have all the control. You have heard the expression work smarter not harder? What this well-known expression is really telling you that the key to managing your workload, is to manage your time to:

- Complete tasks
- Learn and research your work
- Improve your own skills to progress

If You Feel Overwhelmed By Work, Follow These 10 Tips

1. Breathe and Plan

A common mistake we all make in workload management, is failing to take time out to think and plan what to do, and in what order. Take half an hour at the end of your working day/or the start of your day, to plan out what you need to do in terms of priorities

Planning out your week or even month is even better!

2. Making Sense Of Lists

Great you have taken time out to plan — but where are you keeping your list of “must-do’s”? Do not keep them in your head or on endless pieces of paper which get lost, use a notebook, or better still, learn how technology can help you. Whatever system you use, make sure you have a means by which you can identify priorities, and dates by which tasks must be completed. No-one really has the time to make endless lists and update them — so a simple system like colour coding with highlighters, or assigning numbers or circling in pen (if using paper based systems) can help you make sense of your lists to help you identify your “must-do’s”.

3. Prioritise

Prioritising tasks can be tricky, especially when you have conflicting priorities — but ‘must-do’s’ a handy tip is to consider when working out your priorities is to consider the consequences of not completing the task on time in terms of; customer satisfaction, working relationships & your personal credibility.

4. Today's Quick Wins are Tomorrow's Headaches

On any given day, alongside your ‘must-do’s’, you will have a number of quick wins, which don’t take much time to complete, for example sending an email, making a telephone call etc — but these can become tomorrow’s headaches if you let them build up.

If You Feel Overwhelmed By Work, Follow These 10 Tips

5. Bubble Up To Remain Focused

The trick to remaining focused whilst managing a heavy work load is to group tasks together in bubbles of 45 – 60-minute slots. Try to create a variety of tasks within this time slot — switching can sometimes help especially if you are feeling drained.

6. Delegate

Ask for help — do you have to do every task yourself? — Or can others do this for you?

7. Setting Deadlines

Be honest with yourself about the time it takes to complete a task, when giving deadlines to others.

8. Learn To Say No

Setting boundaries is one of the most important skills for professional development. We often say yes to workloads out of guilt, fear of what the other person might think of you, or just trying to impress. Before you commit to a workload, try implementing a pause period for example by saying “let me review what I have on and get back to you”.

9. Time For A Break!

Throughout your working day, make time for a break. If you manage your own diary block out time, to make sure you are getting a break.

9. Plan In time To Self-Develop

Taking time out to work on your own self-development helps you to identify areas of challenge which need working on. Often, we neglect to do this, as we perceive the time taken to work on self-development as time wasting — but it is an important part of enhancing performance.

Further Information

For further information and a thorough assessment, contact the Torus wellbeing book an appointment email: info@toruswellbeingclinic.co.uk



Elgin Chambers, 24 Cemetery Road, Shelton, Stoke on Trent, ST4 2DL

Tel: 01782 273314 | info@toruswellbeingclinic.co.uk | www.toruswellbeingclinic.co.uk

Owner/Founder: Dr Nicola Brough PhD, RCST