

HEALTHY MINDS

Workload Management



Workload management is being able to accomplish the assigned tasks and responsibilities within the time available.

Effective workload management can reduce stress, burnout, job-related errors, incidents and injuries.

Workload is fluid and dependent on what is happening at your workplace

What can I do as an employee?

- Discuss workload concerns with your supervisor and collaborate on an action plan**
- Share your strengths, weakness and interests with your supervisor**
- Take time to plan - working smarter, not harder can lead to greater efficiency**
- Don't forget the importance of sleep, nutrition, exercise and taking breaks to keep your energy levels and focus at optimal levels**

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What can I do as a manager?

- Prioritize the responsibilities of workers**
- Encourage and be responsive to suggestions from staff about workload**
- Ensure that job descriptions are accurate and up-to-date**
- Be reasonable with timelines**
- Assign tasks based on the strengths and interests of team members**

For more information, visit:
www.uwo.ca/hr/safety/wellness/healthy_minds/index.html

Wellness Resources

Employee (and Family) Assistance Program

1-844-880-9142

<https://www.lifeworks.com>

Western Rehabilitation Services

Support Services Building RM 4159

Crisis Line (Reach Out)

Web Chat: <http://reachout247.ca>

(519) 433-2023 or 1-866-933-2023

Canadian Mental Health Association

<https://www.cmha.ca>



Western



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