



Workload Management Worksheet

Facilitator Notes: Use this worksheet to encourage a discussion about **Workload Management**. It is one of thirteen factors that have been shown to impact mental health of individuals in the workplace. Be sure to encourage discussion by being open to all answers and opinions from participants. Examples of possible discussion groups are: employees at a team meeting or lunch and learn, staff or management orientation, and union-member discussions.

Suggested materials: laptop, speakers, projector and screen, flip charts and markers, whiteboard or chalkboard.

Suggested Process:

Watch the video once at www.haveTHATtalk.ca

Read definition of **Workload Management**:

[On the Agenda](#) defines **Workload Management** as present in a work environment where tasks and responsibilities can be accomplished successfully within the time available.

Ask participants:

1. Think of a time when you had a heavy workload to manage. Did it you find it stressful or motivating? How did you manage this?
2. What are some of the effects that an unbalanced workload can have on someone's work?

Watch the video again.

Ask participants:

3. What could have been done differently in the scenario with Jennifer?
4. What are some strategies to help YOUR workplace with **Workload Management**?
5. Write down different ways that YOU can manage your workload.

