

Workload Management: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
Ensure all team members understand the organization's high level objectives and priorities (e.g. on a weekly, monthly, quarterly and/or yearly basis).	Ensures shared understanding among all team members of high level priorities for the organization as a whole.	Managers and supervisors review direct reports' workload priorities on a regular basis (at minimum monthly) and specifically ask about any challenges they may be having in meeting deadlines.	Ensures regular review and re-prioritization as needed of workload demands and priorities.
We will measure progress by:		We will know we are successful if:	
Ensuring regular updates on priorities are provided to team members in a written form (e.g. all-team emails or newsletters).		Workers are able to better manage and meet deadlines and priorities.	