

Workload Management and Work Quality

ENHANCEMENT EXERCISE

The **Job Demands-Resources (JD-R)** model is a widely recognized framework used to analyze and manage workplace well-being and performance. It categorizes aspects of a job into two main categories:

JOB DEMANDS AND JOB RESOURCES.

FULL NAME / INITIAL/ AVATAR NAME:

STRESS SCORE (FROM APP):

 DATE (STRESS SCORE):

POSITION OR JOB TITLE:

BURNOUT SCORE (FROM APP):

 DATE (BURNOUT SCORE):

STEPS:

1

In the following table, list out as many **job demands** you can think of that are causing stress and list all available **job resources** that can help alleviate that stress.

JOB DEMANDS

JOB RESOURCES

2

Using the table above, indicate the main source of **job demands**. Think about the biggest job demand/stressor (**only one**)!

For example, My biggest job demand that I am facing as a coordinator in my role is workload!



3

Using the table above, list at least **one resource** that can support wellness and performance.

For example, Since my biggest job demand that I am facing as a coordinator in my role is workload, the resource I have available is supportive colleagues. They help me collaborate, share knowledge, and provide emotional support when I am feeling stressed.





4

Are there any imbalances between the biggest demands and resources that need to be immediately addressed? *For example, Because I have a high workload, my quality of work decreases. I feel overwhelmed and I rush through tasks or cut corners to meet deadlines.*

Blank light blue rectangular area for response to question 4.

5

In the following table, list out what actions or strategies can be implemented to regain balance and enhance work experience.

Table area with four horizontal lines for listing actions or strategies.

LIST WELLNESS SHOTS YOU HAVE LEARNED

6

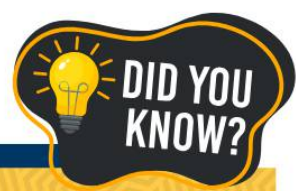
Can you list different ways you can take **accountability** towards maintaining a healthy work-life balance for yourself? *For example: I will take accountability by measuring my work-life using the 8 Bit application. The data will help me make data-informed decisions about what is working and what needs improvement. (NOTE: Look at page 3 for inspo)*

Blank light blue rectangular area for response to question 6.

MY ACTION & ACCOUNTABILITY PLAN

Using steps 1 - 6 as your guide **write out your action and accountability plan.**

Large blank light blue rectangular area for writing the action and accountability plan.



You can use the Jeddy Wellness and 8 Bit app to **learn more about your personality, stress, burnout, workload, etc.** to better manage your wellness at work and at home? **Log into the app** using the links provided by your UMass Dartmouth administrator



Accountability examples.

WORKSHEET GUIDE

EXAMPLES	Why This Works?
My work style will be flexible and adaptive.	Adapting one's work style to be more flexible and resilient is beneficial for managing job demands and resources by allowing individuals to respond effectively to unexpected challenges. It enables quick adjustments in resource allocation and task prioritization to address urgent demands efficiently. This flexibility ensures that available resources are utilized optimally, preventing resource depletion, and facilitating the effective management of unforeseen job demands.
I will lean on mastery and upskilling techniques to perform better at my job.	Engaging in mastery or upskilling empowers individuals to access new resources, both in terms of knowledge and competencies, which can be applied to meet job demands effectively. This proactive approach not only aids in resource optimization but also reduces stress and enhances productivity, resulting in a more balanced and capable response to job demands.
I will ensure that my signature strengths are utilized in my job to enhance my performance.	By making a personal commitment to leveraging one's strengths, proactively contributes to enhanced job performance, and ultimately fosters a sense of job satisfaction and well-being. It underscores the importance of individual agency and engagement in optimizing one's work experience.
I will actively seek opportunities to experience a state of 'flow' at work, where I am fully engaged, productive, and satisfied with my tasks.	By actively seeking opportunities to experience 'flow,' it shows a commitment to optimizing the alignment between job demands and personal resources for better well-being and productivity.
I will advocate for resources .	If you see a need for additional resources or tools to improve job performance and reduce stress, advocate for them within the organization. Self-advocacy will help create a supportive work environment that recognizes and responds to employee needs, ultimately enhancing overall well-being and productivity.
I will problem-solve when I approach roadblocks.	Approaching work challenges with a problem-solving mindset is integral to managing job demands and resources while preventing burnout. By promptly identifying and addressing issues, individuals can prevent the accumulation of overwhelming demands.
I will self-monitor using technology (ex: JW/8Bit app)	Regularly assess your stress levels, burnout levels, workload and job satisfaction/engagement levels. This self-awareness can help you make necessary adjustments to manage job demands and prevent burnout.
I will lean on my social support and networks when I feel stuck.	Cultivating a supportive network of colleagues and friends helps manage job demands and resources by providing a valuable source of advice and insights on overcoming challenges. It allows individuals to share ideas and collaborate, potentially identifying innovative solutions to job-related issues. Moreover, this network offers emotional support, reducing stress and promoting a more positive work environment, thus enhancing well-being and productivity.
I will attend workplace wellness programs and initiatives offered by UMass.	Participating in workplace wellness programs or initiatives that may be offered by your organizations can promote your well-being, improve health, reduce stress, and contribute to a more positive and productive work environment.