

WORKLOAD MANAGEMENT:

COLLABORATIVE EFFORT BETWEEN MANAGERS AND EMPLOYEES.



“Workload” is any amount of work assigned to an individual or group, and when mismanaged for any reason, it can result in burnout.

That being said, workload management should be

A COLLABORATIVE EFFORT BETWEEN THE MANAGERS AND EMPLOYEES

to keep a healthy work environment and have optimal employee satisfaction.



Managers should place effort into **DISTRIBUTING THE TASKS AND PROJECTS**

through regular monitoring and audits.

This would entail **appropriate designation of tasks** in alignment with employee competencies,



and **monitoring aids** in reviewing workload regularly to avoid overworking.

Given that workload management is a two-way street, **employees** should also make an effort to

ENSURE THAT EVERYTHING IS BALANCED.



This includes **providing constructive feedback**, whether it be during one-on-ones or during workload review meetings,

which would ultimately **help managers make any appropriate adjustments** if needed.

