

Making Your Workload More Manageable

Take a full inventory of your current workload and then prioritize it. As you do so, consider what the consequences are of you being over capacity and what challenges you are facing in placing boundaries around your time.

Workload Inventory

Write down your responsibilities, how much of your time each responsibility takes, and whether it requires your personal involvement to be successful. Use additional sheets as needed.

Responsibility	Estimated Time	Are YOU required?

Priority Matrix

Use this tool to categorize each of the responsibilities you listed above.

		URGENT	NON-URGENT
IMPORTANT	DO <i>Do it now.</i>	DECIDE <i>Schedule a time to do it.</i>	
NON-IMPORTANT	DELEGATE <i>Who can do it for you?</i>	DELETE <i>Eliminate it.</i>	

- DO** - Tasks/projects that fall under the 'Important and Urgent' category are top priorities.
- DECIDE** - Tasks/projects that fall under the 'Important but Non-Urgent' category are lower priorities, things you should schedule for later.
- DELEGATE** - Tasks/projects that fall under the 'Urgent but Non-Important' category are good candidates for delegation.
- DELETE** - Task/projects that fall under the 'Not-Urgent or Important' category are things you probably just shouldn't do.

Conversation

Consider the conversation you need to have with your manager to balance your workload. Using the 3-Step Framework below, think through and then draft out what you will say.

Clarify the Issue

Get really clear on exactly what work you are doing and how it ended up being assigned to you. Use the Workload Inventory and Priority Matrix to help you identify areas where you may be overextended or underutilized and jot down your thoughts below.

Determine What You Want

What is your intent for wanting to have this conversation with your manager? What will balancing your workload do for:

You?

Your Manager?

Your relationship with your manager?

Your unit/stakeholders?

Talk With Your Manager

Map out how you will start the conversation with your manager. Jot down a draft script for each section .

Intent:

Facts:

Impact:

Ask:



Office of Learning &
Organizational Development

How to Talk to Your Supervisor About Making Your Workload More Manageable

Crossroads Conference 2024

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Create A Space For Learning Together

- ▶ **Accountability:** Be mindful of your words and actions; they have power and impact.
- ▶ **Confidentiality:** We encourage you to use and share all the lessons you learn in this session, but ask that you keep the confidences of the other participants. Please do not share the experiences of others without their direct consent.
- ▶ **Curiosity:** Come to this session with the intention of wanting to learn from one another. Remain open to exploring new ideas and perspectives.

Learning Objectives

- ▶ **Understand the importance of a balanced workload.**
- ▶ **Learn a three-step framework to help you open dialogue with your manager about your workload.**
- ▶ **Review next steps for putting the framework into action.**

What challenges
are you facing in achieving a
balanced workload?



3-Step Framework

01

Clarify The Issue

02

Determine What You Want

03

Talk With Your Manager



Clarify The Issue

What's the work? Why are YOU doing it?

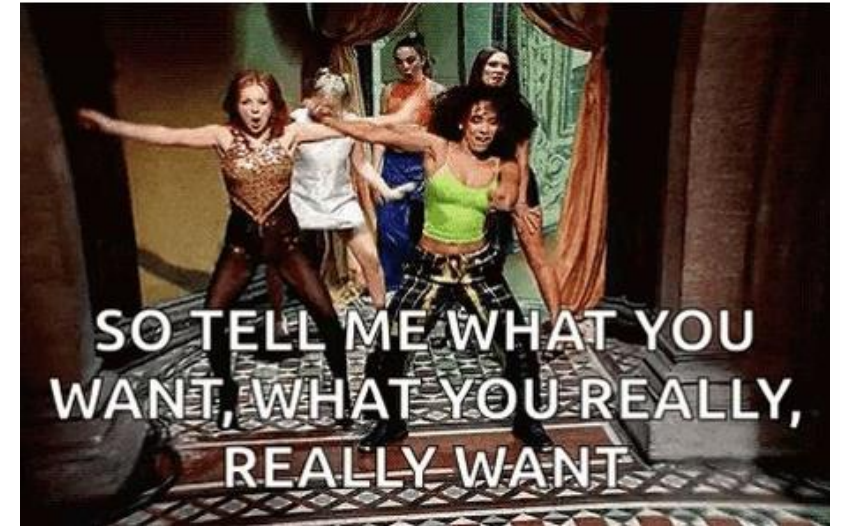
- Use the Workload Inventory and Priority Matrix to map out your current workload.
- Ask yourself contextual questions about how your work has been assigned.
- Identify what work you think should be prioritized.



Determine What You Want

What do you really want:

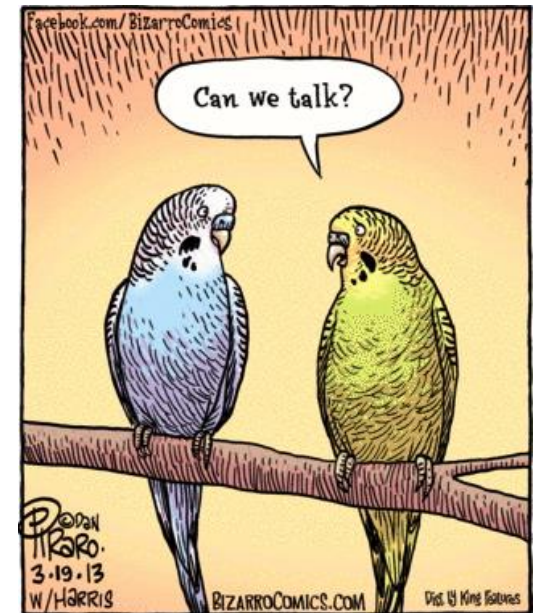
- For yourself?
- For your manager?
- For your relationship?
- For your unit/stakeholders?



Talk With Your Manager

Conversation model:

1. Share your good **intent** for the conversation.
2. Communicate the **facts** about your job scope.
3. Express the **impact** of your workload.
4. Suggest a solution for moving forward and **ask** for your manager's input to encourage two-way dialogue.



Conversation Starter

(Intent) I'd like to start by expressing how much I value the work we do and how much I enjoy being a part of our team. I think we provide a really important service to campus and I want to continue to contribute to that in a high-impact way.

(Facts) I have been reviewing my job scope and noticed that it has grown significantly over the last few years. Here is an overview I have put together (*share your Workload Inventory*). As you can see, it totals much more than 1 FTE.

(Impact) While I appreciate the opportunities that growth has given me, trying to balance this enlarged scope of tasks has created a few challenges that are impacting my effectiveness in my role and in us reaching our unit goals (*provide specific examples*).

(Ask) I have a few suggestions that would reduce my workload, but benefit you/us in X way and still keep our impact high at the unit level. I would really like to hear your perspective and see how we can think through this together. Can I share some specifics with you (*share solutions*)?

Next Steps

- ▶ Complete the Workload Inventory (QR code next slide) and think through your intent.
- ▶ Practice your conversation with a trusted colleague.
- ▶ Schedule a meeting with your manager and be upfront about the topic.
- ▶ Contact us if you have any questions!

Thank You!

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