

PRACTICAL GUIDE FOR EFFECTIVE WORKLOAD MANAGEMENT

Do	Do Not
1. Know Your Role Inside and Out	
<ul style="list-style-type: none"> Learn how long your tasks take and when your workload peaks. Check your capacity before agreeing to take on new work. 	<ul style="list-style-type: none"> Assume a new task is simple without checking your full workload first. Ignore your busy periods when committing to a deadline.
2. Assess Every Request Before You Schedule It	
<ul style="list-style-type: none"> Read every request in full before adding it to your schedule. Collect everything you need before you start work. 	<ul style="list-style-type: none"> Schedule a task before you understand what it requires. Agree to a deadline before you know how long the task will take.
3. Seek Clarification Before You Start	
<ul style="list-style-type: none"> Call the requestor to confirm what is needed, in what format, and by when. Ask for an example if you are unsure what the output should look like. 	<ul style="list-style-type: none"> Assume you understand the request; always check before starting. Begin work before the deadline and expected format are confirmed.
4. Prioritize by Stakes and Deadlines	
<ul style="list-style-type: none"> Use your most focused hours for your most important tasks. Set your own deadline earlier than the one you agreed to. 	<ul style="list-style-type: none"> Treat everything on your list as equally urgent. Agree to a deadline without checking what else you have on.
5. Work Smart: Protect Your Time and Build Good Habits	
<ul style="list-style-type: none"> Split your day into focused work time and admin time. Build a template for any piece of work you produce more than once. 	<ul style="list-style-type: none"> Let interruptions break into your focused work time. Use your inbox as a to-do list; move all requests to a task tracker.
6. Communicate Early and Submit Often	
<ul style="list-style-type: none"> Share your timeline upfront and flag problems as soon as they arise. Send a draft early so feedback can be given while changes are easy to make. 	<ul style="list-style-type: none"> Wait until your work is finished before sharing it. Make the requestor follow up with you; keep them informed without being asked.
7. Track Your Work and Close Every Loop	
<ul style="list-style-type: none"> Keep one task list for all your commitments, regardless of where they came from. End each day by setting your top three priorities for tomorrow. 	<ul style="list-style-type: none"> Rely on memory or your inbox to keep track of what needs to be done. Let a deadline pass without telling the requestor.
8. Do Not Lose Sight of Smaller Items	
<ul style="list-style-type: none"> Log every task, no matter how small. Clear minor tasks during your admin time so they do not pile up. 	<ul style="list-style-type: none"> Trust your memory to keep track of small tasks. Keep pushing minor items back; they damage your reliability over time.

9. Manage Energy, Not Just Time

- Schedule your hardest work for when your energy is at its highest.
- Match the type of work to your energy level throughout the day.
- Push through tiredness expecting the quality of your work to hold.
- Measure how productive you are by hours worked rather than results produced.

10. Protect Recovery Time

- Plan your rest time and treat it as non-negotiable.
- Switch off fully when you are not working.
- Fill every spare moment with more work.
- Cut sleep or personal time regularly; the impact builds over time.