

Prioritizing Your Workload

WFSE DCYF Policy Committee – *Our Rights at Work*



Is your workload too high? Here's what to do.

Collective Bargaining Agreement, Article 36.7

- 1.** STOP. Breathe. Consider using one of your two 15-minute breaks? You are only superhuman – there is a limit to how much you can do in a day.
- 2.** Write/talk to your supervisor (supervisors, this also applies to you), explain what tasks need to be completed and how long they will realistically (not optimistically) take, and tell them how much work time you have for those tasks before you run into overtime/over your hours.
- 3.** Your supervisor is responsible for giving you direction and guidance, including setting priorities, adjusting your work, or otherwise helping you out. If you are a supervisor, you need to do this for your workers, but you can seek this same guidance from your own supervisor.
- 4.** Do you still have workload concerns after talking with your supervisor? Bring them to your supervisor's supervisor. If your supervisor is willing, it can be helpful to partner with them in doing this.
- 5.** Are your workload concerns similar to others in your unit, program, office, or region? We may be able to bring them to a Union-Management Communication Committee (UMCC, wfse.org/dcyf/umcc). Talk to your council representative. Not sure who that is? Ask a steward or contact the Member Connection Center MCC@wfse.org.
- 6.** Get involved with our union to make things better – attend a local meeting, run for policy committee, become a steward, or take action in your office. Check our website, wfse.org/dcyf, to learn where to start.