

Prioritizing Your Workload

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

- 1. Consider what is most important, what is realistic, and what you might need help to accomplish.**
- 2. Talk to supervisor, 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.**
- 3. Your supervisor is responsible for giving you direction and guidance. If you are a supervisor, you need to do this for your workers, and your boss is responsible for providing you that help.**
- 4. Follow up with an email that summarizes what tasks you were directed to postpone and what tasks you are prioritizing.**
- 5. Do you still have workload concerns after talking with your supervisor? Are you being told to just figure it out? Other concerns? Consider talking to their supervisor.**
- 6. 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). Talk to your council representative. Not sure who that is? Ask a steward or contact the Member Connection Center MCC@wfse.org.

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