Managing Workload Summary

- 1 Be clear about your role
  - Yours
  - Your team's
  - Your Unit's
  - The University's
- 2 Set boundaries
  - For you
  - For your team
- 3 Continually review work practices
  - Yours
  - Your team's
- 4 Continually develop skills & knowledge
  - Yours
  - Your team's
- 5 Challenge inefficient work practices
  - Yours
  - Your team's
  - Your boss's
  - The University's
- 6 Embrace
  - Responsibility
  - Technology
  - Planning
  - Brevity
  - Simplicity
  - Decisiveness
  - Regualr stocktaking
  - Celebration
- 7 Manage time
  - Yours
  - Your team's
  - Each Week
    - Remind yourself about your role
    - Remind yourself about your key responsibilities
    - For each key responsibility, identify the most important thing/s you could do this week
    - Determine the basis on which you will prioritise this week - to ensure the main thing remains the main thing
    - Evaluate how you went
  - Each day
    - Preview
    - Prioritise
    - Program
    - Use the time management checklists

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