

Evolutionary Leader Program

Establishing Your Workload Changes Toolkit

Toolkit Development:

Construct your personalized toolkit by listing the strategies and tools that you will implement to manage workload changes that arise. Ensure each tool is actionable and relevant to your current work context. Consider including frameworks like time-blocking, delegation plans and communication protocols.

<i>My Workload Changes Toolkit</i>
Strategy & Tools

If you have more Strategies & Tools to list, feel free to pull out some sheets of paper to continue your list