

# Evolutionary Leader Program

## Scheduling Periodic Workload Management Reviews

### **Set Clear Objectives:**

Determine the primary goals of your workload management reviews. Consider what you aim to achieve, such as proactively navigating workload changes, improving team efficiency, reducing stress, or aligning efforts with strategic objectives.

### ***Primary Goals of my Workload Management Reviews:***

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### **Identify Key Metrics:**

Choose the metrics you will use to evaluate workload management effectiveness. These could include productivity rates, employee engagement scores, or stress levels. Ensure these metrics align with the objectives you've set.

### ***Key Metrics:***

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### Plan Feedback and Data Incorporation:

- ☐ Develop a plan for gathering feedback from colleagues, your manager and team members and incorporating data analytics into your reviews. Decide on the methods you'll use to collect this information, such as surveys, one-on-one meetings, or performance data.

### *Methods for Data Collection:*

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### Schedule Regular Reviews:

- ☐ Establish a schedule for conducting these reviews. Decide on the frequency—monthly, quarterly, etc.—that best fits your time and energy management needs and allows for timely adjustments.

### Implement and Adjust:

- ☐ Plan how you will implement insights gained from these reviews to enhance your workload strategies. Be prepared to make adjustments based on the feedback and data collected, ensuring continuous improvement.