

## **WORKLOADS**

- Timelines for **newsletters** are very critical. When the newsletter does not make a deadline, it causes the whole schedule to be off and creates missed deadlines for others. Be aware that missed deadlines affect others' workload.
- **Interruptions.** Each staff person is expected to monitor their daily interruptions and make appropriate adjustments. Additionally, staff should be cognizant of others in their cramped work areas. Try to avoid distracting behaviors that limit others effectiveness. Be respectful of shared spaces.
- Staff are asked to assess their **daily routines** for ways to improve their overall performance. Example: Handle a paper only once. Set up files. Keep lists of work items and review every day. Check email multiple times during the day. Read all your correspondence (electronic and hard copies). Reduce the amount of travel by combining trips.
- **Understanding tasks.** If you are uncertain of tasks, especially on large projects ask for clarification. We can significantly improve your outputs by understanding what is expected or how the task should be completed. If I am not in, an email works well, or check with other staff.