

HANDLING WORKLOAD EFFECTIVELY AND THE ELUSIVE WORK-LIFE BALANCE

Lisa Graves and Amanda Tzenov

Achieving “FIT” rather than “Balance” is key.

Challenges/Potential Solutions:

- Tasks have no home
 - map PHYSICALLY what the day looks like, and what you can do when you're in that space (ie: I'll be driving to work from 7:30-8, and I Can listen to a podcast at that time, or call to make an appointment for my car servicing)
- Set aside wrong time
 - Setting tasks that require a lot of concentration for a time when you are less likely to be able to concentrate (ie: are you a “morning person” or an evening person)
- Wrong person for the job
 - delegate
- Task is overly complex
 - Better to break it into manageable chunks (ie: instead of “finish clinic stuff”, change to 1-2pm: review labs, 2-3pm: complete clinical encounter notes from yesterday, etc.
- You cannot remember what you have to do
 - LISTS/planner/electronic calendars/availability of the list when you need to add something. Once you write it down, you don't have to dedicate mind space and worry towards it!!
- Your space is disorganized
- Absence of planning time
 - Speaks to the importance of stepping back, evaluating priorities and planning how you're going to get things done. Review your calendar for the week/month. Problem areas?
- Unrealistic workload
- Miscalculated how long tasks take
 - Be precise and realistic about timelines/goals.