

Workload conversation sheet

Prepare before you ask for the conversation. Allow about an hour across a few days, then 20 to 30 minutes to talk. The aim is a decision about priorities, not sympathy and not a complaint. Use the bottom half afterwards.

BEFORE: WHAT I WANT TO SAY

1. The problem, in one sentence

For example: I have four projects due in the next two weeks and enough time for two.

2. My tasks this week

Task	Hours	Deadline or pattern	What I propose: keep, move, share, or stop

Hours I am contracted for: _____ Hours I am working: _____ The workload audit guide shows how to measure this.

3. My ask (choose one, and be ready to offer a second)

- ☐ Re-prioritise: tell me what comes first.
- ☐ Move a deadline: which one, and to when?
- ☐ Add capacity, or take a task off me: which one?
- ☐ Stop, move, or share something: what? _____

4. HOW I WILL OPEN

Thanks for making time. I want to talk about my workload. I have [number] things due by [date], and I can realistically finish [number]. I would like to agree with you what comes first.

AFTER: WHAT WE AGREED

What was agreed, and what moves

Who does what, by when, and the date we check in again

Send a two-line summary the same day. Editorial advice, not legal or HR advice: adapt it to your workplace.

Sources: HSE: Help for workers on stress at work HSE: What are the Management Standards?