

Workload log

Log one normal working week in blocks of 30 to 60 minutes. Give each block one type. Tick the last column for any block outside your contracted or paid hours. Note types of work, not content: leave out names and confidential details.

THE FOUR TYPES

P Planned work: tasks you planned or were assigned and chose to do.

M Meetings: scheduled calls and meetings, including preparation.

I Interruptions and urgent requests: anything that arrived and had to be handled now.

A Admin and email: routine messages and administrative tasks, including evening email.

The tick is a flag, not a fifth type. An evening email is type A, with a tick, so it is counted once.

Day	What I did (a block of 30 to 60 minutes)	Type	Hours	Outside my hours
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐
		P M I A		☐

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

Workload log (continued)

MY WEEK IN TOTALS

After each day, add up each type and the day's total. After five days, add up the week.

	Mon	Tue	Wed	Thu	Fri	Week
Planned work						
Meetings						
Interruptions and urgent requests						
Admin and email						
Total hours						
Hours outside my contracted hours						

My contracted hours for the week: _____ Hours over my contracted hours: _____

WHAT THE LOG SHOWS

What surprised me

What most disrupted my planned work

What I would change first

TURN IT INTO A REQUEST

One finding, with a number

For example: about 9 of my hours are urgent requests that arrive on top of planned work.

One ask

Which task can I stop, move, or share so the job fits the hours I am paid for?

You choose what to share: a summary of these totals is enough. Remove anything confidential.

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