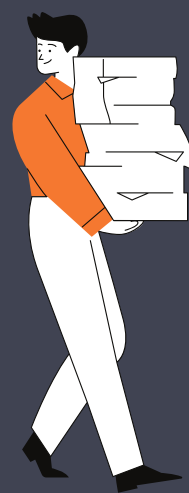# WORKLOAD MANAGEMENT

A guide by OnTarget

Sometimes we can all leave things to the last minute and feel overwhelmed. It happens to everyone, but wouldn't it be nice to worry about this stuff less? At OnTarget we wanted to share a few of our favourite tips and tricks that we picked up as university students to manage our workload. We hope you find them useful!

PRIORITISE

A list of priorities of what can be done now/later/even later is useful. Also, accomplishing an important/difficult task early on will set you up for the rest of the day. Breaking down big tasks into small manageable tasks and rewarding yourself helps you stay motivated throughout the day.

DELEGATE

When working on a group project, always make sure to distribute the work across each member. If you are feeling overwhelmed, you can seek help from your teammates on managing the work.

GOOD HABITS

Try and have fully focused days a few times a week, then increase this. It takes on average 66 days to make a habit. Identify the things that commonly distract you, and bit by bit phase them out of your day.

REFLECT

Find time in the week to reflect on how you have performed in tasks you set yourself. This will ensure that you stay on track with your goals and refine your timetable for the following week. It also encourages self improvement.

STAY POSITIVE

It's important to not be too hard on yourself as this can put you off completing your tasks. Rewarding yourself for completing little tasks will help you to stay positive. You can sometimes be your own worst enemy when it comes to being productive!

TAKE BREAKS

Take some time out if you need it. There's no shame in asking for an extension to your deadlines sometimes, but you have to try and work to these most of the time.
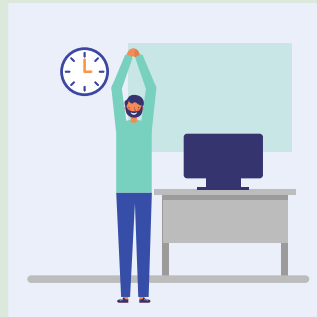
APPS TO MANAGE WORKLOAD

These are some really good app to use to help you stay on top of your work.

Kanban board

Forest - app store - grow trees for not going on phone

Rescue time

Trello

Google calendar on the app