

Psychological Safety in the Workplace

Workload Management

Workload management refers to the ability to successfully complete assigned tasks and responsibilities within the time available and with the resources provided. Many workers identify workload as one of their biggest workplace stressors. Often, the challenge is not just the amount of work, but whether employees have the time, equipment, support, and resources needed to do the job effectively.

Poor workload management can lead to stress, fatigue, errors, reduced productivity, and increased safety risks.

What Does Good Workload Management Look Like?

A workplace with effective workload management ensures that:

- The amount of work assigned is reasonable for the position.
- Workers have the equipment, tools, information, and support needed to do their jobs well.
- Workers feel comfortable discussing workload concerns with their supervisor.
- Work is free from unnecessary interruptions and distractions whenever possible.
- Workers have an appropriate level of control in prioritizing tasks when multiple demands arise.

Warning Signs of Excessive Workload

- Feeling overwhelmed or constantly rushed
- Working through breaks regularly
- Difficulty concentrating or staying focused
- Increased mistakes, rework, or missed details
- Frustration, stress, or irritability
- Regularly falling behind despite best efforts



What Can We Do?

- Support coworkers and encourage open conversations about workload
- Make sure adequate resources and support are available
- Ensure clear and realistic expectations and priorities
- Make sure workload concerns are addressed early

Discussion Questions

1. What workload challenges do we commonly experience?
2. Are there unnecessary interruptions that make our work more difficult?
3. Do we have the resources and support needed to complete our work safely?
4. What can we do as a team to better manage competing priorities?

If your workload becomes difficult to manage, speak with your supervisor early so solutions can be identified before safety or well-being are affected. For more information regarding workload management visit: [13 Factors: Addressing Mental Health in the Workplace - YouTube](#)