

Delegation Check-in Tool

How Full is your Plate?

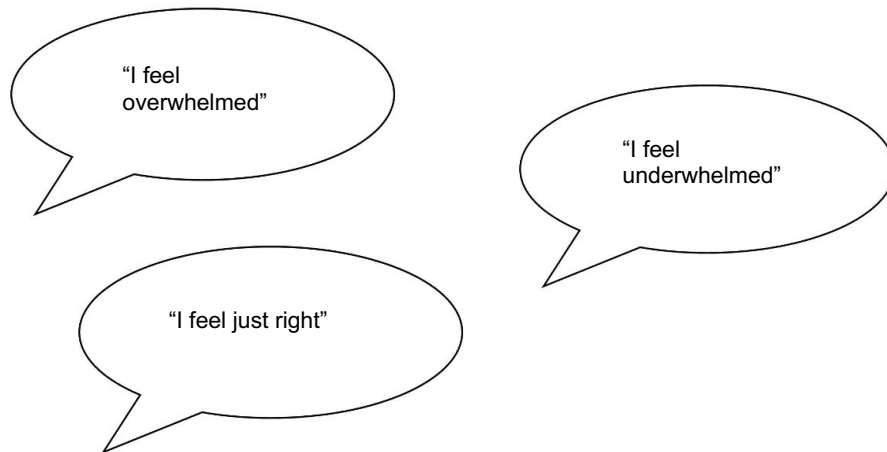
A Helpful Tool to Assess Workload Well-Being

This tool can be useful to understand how people are currently managing their current workloads. Use this approach to:

- assessing equity when you delegate tasks
- provide support to those who are feeling overwhelmed
- shuffle projects or delegate more tasks to those feeling underwhelmed
- acknowledge those feeling “just right.”

The question: *How are you doing with your current workload? or How are you feeling about the workload on your plate right now?*

Often, the leader will model a response by answering honestly, allowing others to do the same.



Next Steps

- Discuss ways the overwhelmed person can get additional help. Ask, *who can help with this?*
- Discuss how workloads can be redistributed to those feeling underwhelmed. Ask, *what can you take on?*