

Workload conversation worksheet

A one-page plan for talking to your manager about priorities

Part 1 · This week's work.

Task	Who asked for it	When it's due	Hours it needs	What you're waiting on	What happens if it slips

Part 2 · The hours.

Hours these tasks need: _____

Hours you actually have this week, after meetings, shifts and breaks: _____

The gap between the two: _____

Part 3 · The clash.

The tasks that can't all be done on time:

What happens if each one slips (copied from Part 1):

Part 4 · What you need your manager to decide.

Tick any that apply:

☐ Which of these comes first? ☐ Can this deadline move, and to when? ☐ Can someone else take this one?

☐ Can this be done to a simpler standard this time?

Your ask, in one sentence:

Part 5 · What you agreed (fill in afterwards).

What comes first:

What moves, and to when:

What comes off your list or goes to someone else:

How you'll confirm it, and by when:

The date you'll check in again:

Your office's contact (optional): _____

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