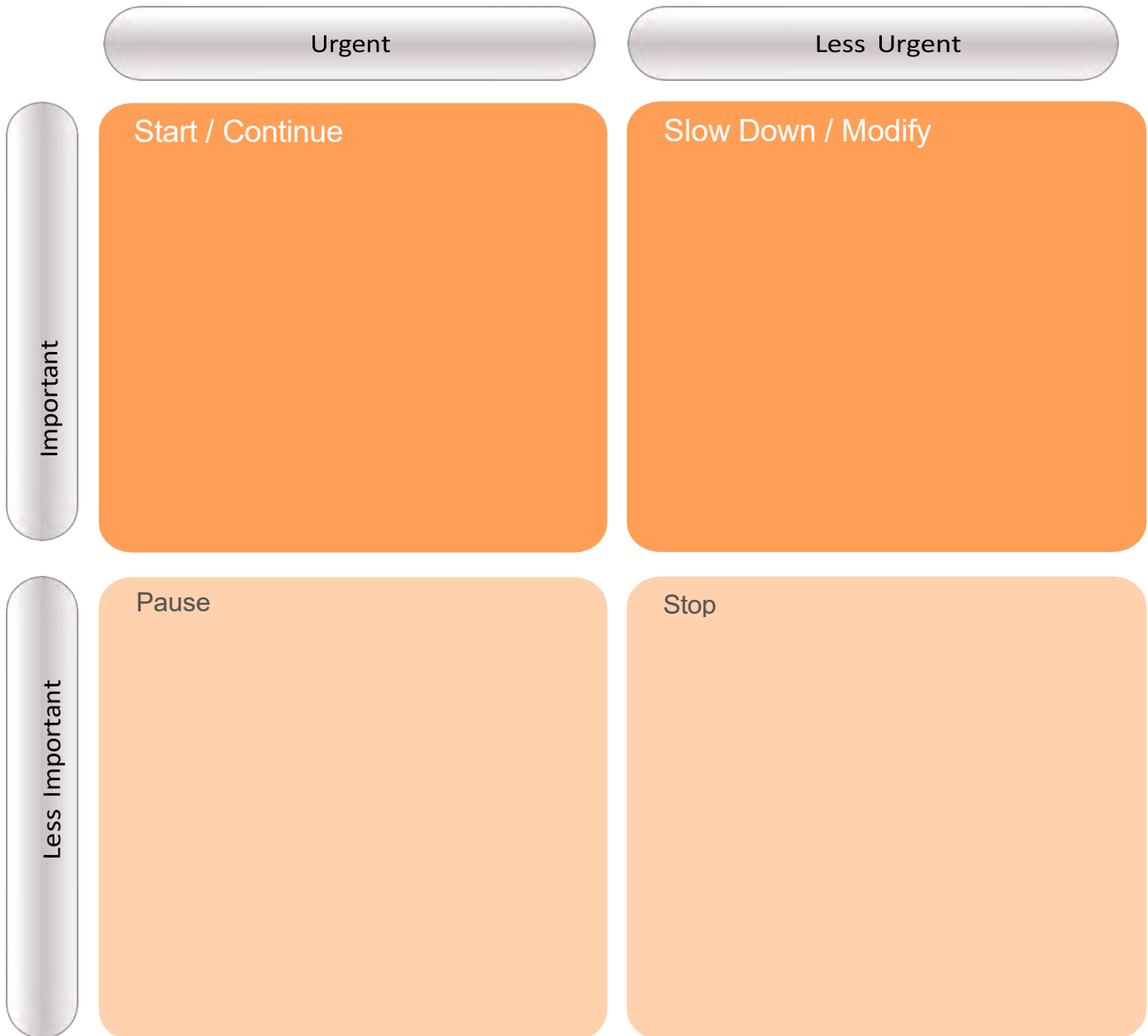


Workload Prioritization Matrix

The topic of workload came up quite frequently in the 2022 staff survey. This tool was designed to help managers and direct reports assess work, determine how to align work with organizational goals and make workloads more manageable.



Start / Continue: High value responsibilities that are both urgent and important that you need to focus on completing first. This work is critical to the operation of the College/Unit and/or is an institutional priority that would result in severe consequences if not completed.

Slow Down / Modify: Covers responsibilities that are important but not urgent and can be delivered at a slower pace or in a different way. Set deadlines for completion and build dates into your schedule.

Pause: Tasks that can derail or prevent you from focusing on the more important/urgent work and there are minimal or no consequences if not completed.

Stop: No longer fits with strategic direction, work that's no longer an organizational priority, tasks which have continued out of habit. This work should no longer be part of the team's ongoing responsibilities.