

FROM REPORT TO ACTION

Workbook Workload & Resources

Four tools to make overload visible, cut tasks and protect recovery —
before sick notes do it for you.

4 tools

9 pages

30-day action plan

0 jargon

BEFORE YOU START

Why workload — and how to work with this workbook

A red "Workload" topic is the most expensive in the whole report: it announces sick leave, error rates and resignations — and it poisons all other topics, because exhausted people also rate leadership and collaboration worse.

The uncomfortable truth: chronic overload is not solved with pep talks or a fruit basket — but with fewer tasks, clear deputies and protected recovery. That is exactly what these four tools are for. They cost courage, not money.

HOW TO WORK WITH THIS WORKBOOK

- **Who:** manager and team together — relief that is merely decreed convinces nobody.
- **Order:** baseline check (page 3) → tool 1 (triage) immediately — it brings the fastest noticeable relief → then 2, 3, 4.
- **Rule no. 1:** every relief measure is COMMUNICATED ("We are dropping this as of now, and I stand behind it"). Silent relief does nothing for the feeling of safety.

Link to your report:

"Workload & Resources" detail page: low values on "amount manageable" → tool 1 · "deputies defined" → tool 2 · "taking breaks"/"switching off" → tool 3 · Be sure to look at the team breakdown: usually ONE area carries the main load.

BASELINE CHECK

How loaded is your team really?

Answer the ten statements honestly (1 = strongly disagree, 5 = strongly agree). Note: what counts here is not your load, but your team's.

- | | |
|--|---|
| 1. Overtime is the exception here, not the permanent state. | ☐ ☐ ☐ ☐ ☐ |
| 2. Breaks are actually taken — even in the most stressed area. | ☐ ☐ ☐ ☐ ☐ |
| 3. Every key role has a trained deputy. | ☐ ☐ ☐ ☐ ☐ |
| 4. During absences, work doesn't just pile up or stick with one person. | ☐ ☐ ☐ ☐ ☐ |
| 5. In the past year we consciously cut or simplified tasks. | ☐ ☐ ☐ ☐ ☐ |
| 6. After hours and at weekends there is no expectation to reply. | ☐ ☐ ☐ ☐ ☐ |
| 7. We plan seasonal peaks ahead — they don't "surprise" us anew every year. | ☐ ☐ ☐ ☐ ☐ |
| 8. Our tools (devices, software, templates) save time instead of costing it. | ☐ ☐ ☐ ☐ ☐ |
| 9. Whoever says "I can't manage this" gets support — not a label. | ☐ ☐ ☐ ☐ ☐ |
| 10. Our sick-leave figures are unremarkable compared with the industry. | ☐ ☐ ☐ ☐ ☐ |

Scoring: 40–50 points = maintain · 25–39 = relieve selectively (tools 1+3) · below 25 = relieve structurally (all four tools — and a management priority).

Mark now:

the two lowest values — your building sites for the 30-day plan (page 8).

END OF PREVIEW

What follows in the workbook

Tool 1: the task triage (drop–wait–continue) · Tool 2: the deputy grid · Tool 3: the recovery architecture · Tool 4: the load traffic light in the weekly meeting · 30-day action plan · Success check

Full version: CHF 39 · Order: lyntharis.ch or info@lyntharis.com