



PRIORITIZE

Based on the company's goals and desires, distribute work based on the timed need.



SWOT

Consider the strengths, weaknesses, opportunities and threats of and between employees for optimal distribution.



KNOW YOUR SCHEDULES

Know the existing schedules and workloads that employees have already been assigned to, before adding more.



CAN'T DO IT ALL ALONE

Work closely with direct supervisors and managers to ensure your information on each employee is accurate.



MINIMIZE TASKS

There's always a way to sub-divide the work into smaller and smaller parts, as necessary.



COMMUNICATION IS KEY

Make sure you are explaining tasks and describing expectations accurately. Keep an open line of communication for better execution.



STAY PRESENT

Notice if some employees or parts of a project are taking longer for completion. Adjust accordingly.



LISTEN!

When your employees complain about an aspect of their work, listen! Adjust as needed for better productivity.



DON'T OVERWHELM

Everyone has a limit. Don't dump it all on your "best" and hope for the best.



DON'T BE LAST MINUTE

Tight deadlines are sometimes unavoidable, but to prevent burn-outs, stress-outs, or freak-outs, don't wait.



DON'T VOLUNTEER FOR THEM

You may need and require volunteers, but until they come forth, heed the definition, and don't volunteer on their behalf.