TIPS

HOW TO MANAGE YOUR WORKLOAD:

- ALLOCATE TASKS ON DIFFERENT DAYS

- PRIORITIZE YOUR WORK

- MONITOR SCHEDULE AND PROJECTS

WHAT IS WORKLOAD MANAGEMENT?

WORKLOAD MANAGEMENT IS THE PROCESS OF STRATEGICALLY DISTRIBUTING WORK IN ORDER TO MAXIMIZE APPLICATION SKILL AND PERFORMANCE.

ALLOCATE TASKS ON DIFFERENT DAYS

- TO AVOID BURNOUT, ORGANIZE WHICH TASKS SHOULD BE DONE ON DIFFERENT DAYS OF THE WEEK.

- EACH WEEK TAKE A DAY TO ORGANIZE WHAT TASKS NEED TO BE DONE AND SET ASIDE A TIME FOR HOW LONG IT WILL TAKE.

PRIORITIZE YOUR WORK

- THE MOST DIFFICULT OR HIGHEST PRIORITY TASK SHOULD BE TACKLED FIRST.

- COMPLETE UPCOMING ASSIGNMENTS OR PROJECTS, STUDY IN SMALL AMOUNTS FAR IN ADVANCE TO AVOID OVERWHELMING.

MONITOR SCHEDULE AND PROJECTS

- BECAUSE OF CLASSES BEING VIRTUAL AND ONLINE, THINGS CAN CHANGE OFTEN AND QUICKLY.

- WEEKLY, LOOK OUT FOR CHANGES IN DUE DATES AND THE SYLLABUS. THIS ALLOWS YOU TO STAY AHEAD AND NOT GET BEHIND IN WORK.

EXTRA RESOURCES ON MANAGING WORKLOAD

- 10 TIPS TO MANAGE WORKING WHILE GOING TO COLLEGE | UNIGO

- HOW TO EFFECTIVELY MANAGE A HEAVY WORKLOAD AT WORK (LIFEHACK.ORG)

- 8 TIPS TO EFFECTIVELY PRIORITISE YOUR WORKLOAD (KENT-TEACH.COM)