

Achieving workload balance to be the king of productivity

Work-life balance - where there is a balance of workload, there will always be time for your life.

Healthy team - less stress from congestion and fewer burned-out employees is a plus.

What you will accomplish:

Attracting professionals - a workplace where there is a balance of workload and an excellent working atmosphere will attract new professionals and prevent the loss of old employees

High productivity - in a relaxed work environment, you will see progress, experience less stress, and increase productivity.

As a manager:

1. automate work with task management tools
2. implement regular breaks and time off from work
3. allocate responsibilities according to skills
4. prioritize and delegate"

How to achieve it:

As a team member:

1. track your workload in task management tools
2. take brakes
3. learn to say "no"
4. have balance in work communication."

