

# Creating the Perfect Workload Management Plan



## Project Targets

Clearly define project objectives to guide all efforts. Organize them into a task plan that can effectively be distributed to team members.



## Skills Assessment

Analyze the skills of each team member for optimal task allocation. Highlight the tasks that match their potential.



## Task Breakdown

Divide the project into small, manageable tasks, making it easier to complete and monitor progress.



## Task Prioritization

Prioritize tasks to prevent overload and balance essential and less important tasks.



## The 80/20 Rule

Focus on the 20% of tasks that bring 80% success, ensuring focus on critical aspects of the project.



## Realistic Expectations

Set reasonable deadlines, avoiding unnecessary stress and mistakes. Confidence in completing tasks improves the quality of work.



## Flexible Plan

Review and adjust the plan regularly, adapting to changes in the project and team feedback.



Agile SCRUM Kanban

## Flexible Methodologies

Adopting flexible methodologies such as Kanban, Scrum, or Agile improves collaboration and time management.



## Tools and Continuous Improvement

Utilizing project management tools such as Bordio makes assigning tasks easier, creating schedules, and integrating with Google Calendar.