

# How To Measure Employee Workload?

## 1. Story Points:

- Use to gauge task complexity.
- Facilitates understanding across diverse skill sets.
- Encourages team agreement on workload using the Fibonacci sequence.

## 2. Time Estimates and Tracking:

- Utilize tools like Bordio for real-time insights.
- Assign time to tasks, monitor progress, and adjust workload.

## 3. Workload Benchmarking:

- Compare performance against industry standards or team peers.
- Bordio can automate time spent analysis for benchmarking.

## Seven Tips for Enhancing Team Performance:

### 1. Delegation for Involvement:

- Assign tasks based on strengths and provide necessary resources.

### 2. Inclusive Decision-Making:

- Engage team members in brainstorming and decision processes.

### 3. Avoid Micromanagement:

- Foster a trusting and flexible environment.

### 4. Effective Communication:

- Promote empathy, active listening, and clear team dialogues.

### 5. Constant Feedback:

- Provide regular, constructive feedback and encourage a two-way feedback loop.

### 6. Goal Establishment for Motivation:

- Communicate meaningful goals to enhance team motivation.

### 7. Authentic Leadership:

- Be honest and open to criticism, setting a positive example.

