# Unleash the Power of Team Workload Management: Effective Hacks

## 1. create an excellent working atmosphere

Create an excellent working atmosphere to prevent employees from feeling stressed and burned out and quitting their jobs. Encourage open communication and be willing to listen when needed.

## 2. distribute tasks properly

Define the project's main goals, create manageable tasks, and distribute them according to the capabilities of each team member.

## 3. upgrade your skills and those of your employees.

Learn new things together, organize seminars and training trips, and teach them how to control their own workflow, time management, and other soft skills.
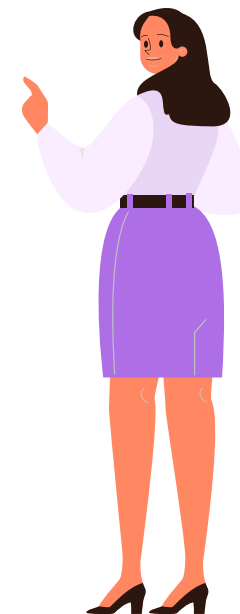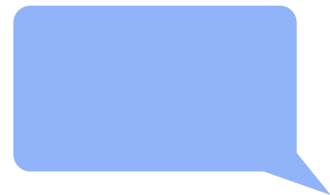
## 4. control the workflow

Don't quit halfway through - be sure to check your project in progress and ask how your employees are doing. Make it easy for yourself by using a project management tool like Bordio. It will show the level of the employee's workload, at what stage of work, and how much has already been done.

## 5. set realistic deadlines

While analyzing the capabilities of the team and each member, you should deeply understand their capabilities and work speed. For proper deadlines, it is important not only how much time and effort a task will take on average but also how much time your employee will spend individually.

bordio.