

How to Handle a Heavy Workload Today

Summary: Learn how to tackle your heavy workload: you will either find a way to handle it or discover it is time to look for a new job.



A heavy workload can be crippling to productivity at work and at home. The stress associated with having a workload that is more than you can handle can result in increased sick days and irritability. Having a successful workload management is important to create a work-life balance and overall job satisfaction.

Some of the symptoms of having a heavy workload include working longer hours, feeling stressed and overwhelmed, constantly on the go, dreading going to work, making frequent mistakes, and being burned out.

- **See [Do You Want to Gain Extra Hours Each Day?](#) for more information.**

The American Psychological Association reports that roughly 61 percent of workers say heavy workloads have a significant impact on their stress levels and that 54 percent of workers are worried about health problems from stress. A survey by the Families and Work Institute reports that 26 percent of workers feel “often or very often burned out or stressed by their work.”

In order to address a heavy workload, you have to understand your organization’s strategy and vision. The tasks that add value to the team should be completed first. Compile a list of your tasks and their corresponding deadlines. Determine which tasks you can do alone and which require help. Start working on the most urgent items, letting your manager know if you can’t keep up. You may learn that there are steps someone else isn’t taking that could lessen your load or make it at least go more smoothly.



Organization is crucial to being able to stay on top of a big workload. Keep your desk area organized and other areas of your life as well to keep a sense of order. Ultimately, you can't be afraid to say "no" if you are not able to handle another task or project. Be careful not to say "no" to important tasks or say "no" all the time.

If you do everything in your power to reduce the stress and size of your workload but nothing changes, look for a new position in another department of the company or consider looking for a new position somewhere else.

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