

# Using Data to Balance Your Workload

## How To Measure Employee Workload?



### Story Points

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



### Time Estimates and Tracking

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



### Workload Benchmarking

Compare performance against industry standards or team peers.



## 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.