

# Key Questions for Flexibility and Workload Management **IN THE WORKPLACE**

This resource empowers employees to advocate for their needs and managers to create supportive, adaptable policies.

## KEY QUESTIONS FOR **EMPLOYEES** TO ASK ABOUT FLEXIBILITY AND WORKLOAD

- 1 How does my current work schedule align with my peak productivity times?**  
*Consider how you might adjust your hours to work during times when you feel most focused and productive.*
- 2 What flexibility options (location, schedule, or leave) are most important for my well-being and productivity?**  
*Identify specific types of flexibility that would have the biggest positive impact on your work and personal life.*
- 3 Do I have regular opportunities to take short breaks, and am I using them effectively?**  
*Reflect on whether you're able to take quick, rejuvenating breaks throughout the day to recharge.*
- 4 Are there clear boundaries between my work time and personal time?**  
*Assess if you're able to switch off from work to avoid burnout, and consider what could help you establish better boundaries.*
- 5 How can I communicate my needs around workload and flexibility to my manager?**  
*Think about how you might frame a conversation with your manager to discuss any adjustments that would help you work more effectively.*

## KEY QUESTIONS FOR **MANAGERS** TO ASSESS FLEXIBILITY AND WORKLOAD MANAGEMENT

- 1 How are our current flexibility policies (remote work, flexible hours) aligning with employee preferences?**  
*Evaluate if your policies are meeting employees' needs and consider adjusting if necessary.*
- 2 Have I created a space for employees to discuss workload concerns or flexibility needs openly?**  
*Encourage regular check-ins and feedback sessions to better understand how employees are feeling.*
- 3 What support systems can I offer to help employees manage their workload effectively?**  
*Consider if additional resources, like time management tools or access to mental health resources, could alleviate stress.*
- 4 Do my team members have a clear understanding of their work boundaries?**  
*Assess if your team is overworking or struggling with work-life boundaries, and find ways to support healthy practices.*
- 5 How often am I reassessing and adjusting these policies based on feedback?**  
*Ensure you're periodically reviewing and updating your flexibility and workload practices to keep up with evolving needs.*