



BULLETINS

PSA Workload Planner Handy Hints:

- Have an A4 exercise book and at the end of each day sort out tasks for the following day. The following day, adjust these tasks if others come up etc. The key is to be organised – roughly plan for the week ahead. Highlight tasks which have been completed (this way you can look back and work out quickly what is outstanding at the end of the week).
- It's important to use your calendar. As soon as you get a new case write it in the calendar when a SA or RA, Affidavits, Care Plans etc will be due. Use that calendar only for the important dates (and not for daily tasks such as phone calls etc – add these on a daily task list).
- Request regular case reviews with your MCW and make it clear if they want you to stay on top of your work this is what you need from them.
- Draft a Workload Plan (WLP) at the beginning of the flex period and update each day (have this document open and update throughout the day). It's a bit of doubling up (with writing tasks also in your A4 exercise book) but totally worth it.
- During case reviews with your MCW, together go through and adjust the WLP according to the tasks. Have weekly catch ups with your MCW so they always know where your hours are allocated and they can see the amount of work you are doing.
- Start a new WLP each flex period and add the tasks which roll over from the previous month and write a rationale for why the tasks rolled over (eg another case allocated, response etc hence these tasks had to roll over and seek your MCW's input about what tasks they are comfortable to roll over).
- Include 10 minute morning tea break and 10 minutes afternoon tea break and 20 hours (5hrs per week) for the current and ongoing ChildStory issues PSA ban.
- The WLP is always a good reminder that we are paid for 35 hours a week!



Sign up your colleagues

You can support the work of the PSA and your local delegates by asking your colleagues to **JOIN** their union.