

WORKLOAD MANAGEMENT #0027

1) Picture yourself at a park with your family. It's a nice, hot, lazy, summer, afternoon. You have a large watermelon with you. After a game of softball with your friends, you all decide to eat the watermelon.



2) You proceed to cut the watermelon into slices, handing a small piece to each of the members on the softball team. You even have extra pieces, so you offer them to the family at the next picnic table.



3) Everyone enjoys his or her slice of the watermelon. Big bites, juice running down everyone's chin. Seeds are being spit on the ground.



4) Laughter is everywhere. People are having fun. And before you know it, the watermelon is gone. What a great time!



5) Now, picture yourself alone in the same park, with the same watermelon. But this time, there is no one else around. No family at the next picnic table, no softball team, no family of your own.



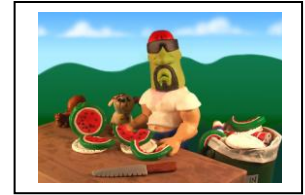
6) The task for the day is to eat the entire watermelon before you go home. You begin to slice the watermelon and "dig in." The first slice goes down easy. You're hungry.



7) Before you get even half way through the watermelon, you notice how sticky you are, and that all the bugs and ants have found their way onto your clothing, arms, and table. You're tired of spitting seeds to the ground. Why can't they grow a seedless watermelon?



8) Three quarters done, and now you're feeling sick. There is no way you want to finish this watermelon. What was once a sweet fruit is now a real problem.



9) What happened? What is the difference? And what, if anything, does a watermelon have to do with business and our company?



10) The actual watermelon has nothing to do with business. But the task of eating a watermelon is exactly the same task as you may experience on the job.



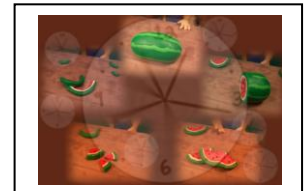
11) Some jobs you may be asked to work on are so large and overwhelming that, at times, you might feel as if you are trying to eat a whole watermelon at one sitting.



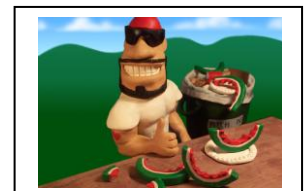
12) The trick is to reframe the task into bite size pieces. Either you find a softball team to share some of the slices of the task with, or



13) you spread the task over time so that you won't become sick or overwhelmed. Never commit to eating the whole watermelon within an unreasonable amount of time.



14) Remember, once you agree to complete a task, you must make every effort to make it happen.



15) So, most of the time, it's better to not agree to do too much or more than you are able, in order to not disappoint yourself and your company when you may become overwhelmed by too big a job.



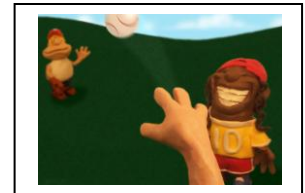
16) Remember the watermelon seeds? All tasks will have seeds, or little pesky hurdles that must be dealt with or “spit out.” Plan on all tasks having seeds. Most jobs are not seedless.



17) All tasks should be “looked at” as opportunities to learn new skills, climb to new levels, or experience new territories. Learning can be fun.



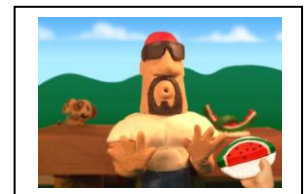
18) Just look at young children playing (or learning) and you’ll observe the fun in learning. Eating watermelons one slice at a time is sweet, refreshing and fun.



19) Sometimes we all bite off more than we can chew, or take on more than we can really accomplish in a given amount of time. We all must learn, through experience, how much we can “bite-off” at work.



20) We need to manage our tasks and closely look at how fast we can meet our deadlines. After a few weeks on the job, you will be a better judge of how much you are capable of doing.



21) Discuss your job tasks and deadlines with your supervisor to avoid having to eat a whole watermelon at one sitting. This will help both you and our company.

