

ASHA WORKLOAD ACTION PLAN

After completing the [ASHA Workload Calculator](#), develop an action plan to address your specific workload issues in the chart below.

| Plan of Action | 1 st Activity | 2 nd Activity | 3 rd Activity |
|--|--------------------------|--------------------------|--------------------------|
|  List the three most time-intensive activities identified by the calculator. | | | |
|  Prioritize each activity. | High Medium Low | High Medium Low | High Medium Low |
|  Identify next steps to address each activity (e.g., develop time management strategies, adapt a service delivery model). | | | |
|  List colleagues, administrators, or union representatives who will support your action plan. | | | |
|  Develop an estimated a timeline for each step (in weeks or in months; or, using actual dates). | | | |