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A good starting point is to create a small list of questions to ask yourself about your work overload. Reflect on the questions below to gain insights about your current situation: 1. How is my current workload?. 2. How much time do I spend doing my job?. 3. How much time do I spend on administrative work?. 4. How much time do I spend in meetings?. 5. How much time do I spend on teaching?. 6. How much time do I spend on research?. 7. How much time do I spend on supervision?. 8. How much time do I spend on other voluntary activities?. 9. How do I feel about my current workload?. 10. How do I feel about my current work-life balance?. 11. How do I feel about my supervisory role?. 12. How do I feel about my job security?. 13. How do I feel about my institutional support for teaching and research?. 14. How do I feel about the amount of teaching I do?. 15. How do I feel about the amount of research I do?. 16. How do I feel about the amount of administrative work I do?. 17. How do I feel about the amount of time I spend on supervision?. 18. How do I feel about the amount of time I spend on other voluntary

activities?. 19. How do I feel about the amount of time I spend on teaching?. 20. How do I feel about the amount of time I spend on research?. 21. How do I feel about the amount of time I spend on administrative work?. 22. How do I feel about the amount of time I spend in meetings?. 23. How do I feel about the amount of time I spend on supervising?. 24. How do I feel about the amount of time I spend on other voluntary activities?. 25. How do I feel about my job security?. 26. How do I feel about the amount of time I spend on my job?. 27. How do I feel about my overall work-life balance?. 28. How do I feel about my job?. 29 82157476af

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