

Workload Conversation Prep

Prepared from your HealthIT IQ workload review to help you plan a conversation about your workload — what to raise, what to ask, and one small thing to try.

PREPARED FOR

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PREPARATION DATE

14 Mar 2026

REVIEW PERIOD

14-day · 24 Feb – 09 Mar 2026

HOW TO USE THIS

- 01** Read the snapshot to reconnect with your result — it is a foundation, not the point.
- 02** Plan the conversation — mark what to raise first, edit the talking points, choose your questions.
- 03** Keep it for yourself. Everything here is editable and private; take from it only what you decide to say.

02 · YOUR WORKLOAD SNAPSHOT

WORKLOAD PRESSURE

Level 3
of 5
Elevated

3 of 5 signals elevated · Mostly complete — 10 of 12 questions answered.

HEADLINE

A heavily scheduled period occurred alongside difficulty switching off after work.

ACROSS SIGNALS · *Limited uninterrupted focus time coincided with frequent after-hours work.*

THREE-DOMAIN PROFILE

Schedule density	ELEVATED	32.5 h scheduled · limited open gaps
Boundary load	ELEVATED	After-hours work on 7 of 14 days
On-call	PRESENT	2 on-call days this period

ESSENTIAL EVIDENCE · STRONGEST FACTS

☒ reported

☒ calendar

☐ unavailable

☒ Scheduled event time	32.5 h
☒ Workdays with no 90-minute open gap	6 of 10
☒ After-hours work	7 of 14 days
☐ Back-to-back scheduling	not provided

Reported = you entered it · Calendar-derived = from a connected calendar · Unavailable = not provided, left out and never counted as zero. Copy the exact provenance wording from the live Results screen.

03 • WHAT TO RAISE FIRST

The review suggests a few places to begin. You decide the order — this is a prompt, not a script.

PRIORITY 1

Protected, uninterrupted focus time

Why it may be worth raising first: this appears most often in the review and is partly within your control to adjust with a manager's support.

SIGNAL

6 of 10 workdays had no 90-minute open gap; 32.5 h scheduled.

PREP NOTE

When did the lack of focus time cost me most? — the go-live cutover week; I context-switched all day.

PRIORITY 2

After-hours workload & switching off

Why it may be worth discussing: after-hours activity was frequent this period and connects to how sustainable the current pattern is.

SIGNAL

After-hours work on 7 of 14 days; 2 on-call days.

PREP NOTE

What was genuinely urgent vs. habit? — most after-hours pings were non-urgent tickets.

PRIORITY 3 • OPTIONAL

Priority-setting when demands overlap

One place to begin may be agreeing how projects and tickets are sequenced when they land at once. Keep or delete this depending on what matters most to you.

04 • YOUR CONVERSATION PLAN

A • SUGGESTED OPENING

"I've been looking at how my workload has gone over the last two weeks and I'd value your read on it. I'm not raising a problem so much as trying to make the next stretch more sustainable — could we spend a few minutes on priorities and focus time?"

Edit freely — collaborative, not a complaint. This is your wording, not the product's.

B • TALKING POINTS

- 01 Over these two weeks I rarely had a 90-minute block for focused build work, which is where I add the most value.
- 02 I was active after hours on half the days; I'd like to agree what really needs an after-hours response.
- 03 I'd like a clearer rule for sequencing projects vs. tickets when they collide.

C • QUESTIONS TO ASK

- What should take priority when these demands overlap?
- Which work can be delayed, delegated, or reduced?
- What would a sustainable version of this workload look like?
- Which expectations are fixed, and which are negotiable?
- What information would help us revisit this in two weeks?

Pick three to five. Add your own on the blank line:

D • TRADEOFFS TO SURFACE

Frame as an exchange, not a demand — “if X stays the priority, what can change about Y?”

IF THIS STAYS FIXED

The go-live timeline holds

THEN WHAT CAN CHANGE

Route non-urgent tickets to the queue after 6pm

E • PERSONAL PREPARATION PROMPT

- **What outcome would make this useful?**
- **What am I willing to ask for?**
- **What am I not yet ready to discuss?**

05 • A TWO-WEEK NEXT STEP

ONE SMALL EXPERIMENT	Protect one 90-minute focus block, three mornings a week
WHAT WILL CHANGE	Calendar-block 9:00–10:30 Mon/Wed/Fri; notifications paused
WHAT STAYS THE SAME	On-call coverage and true P1 escalations
WHAT WILL BE OBSERVED	Whether build tasks move without slipping tickets
WHAT WOULD INDICATE IMPROVEMENT	Fewer after-hours catch-ups; one project task done in-block
REVIEW ON	28 Mar 2026

One primary experiment only — small and testable.

06 · PERSONAL NOTES

WHAT I WANT TO REMEMBER

WHAT I WANT TO ASK

WHAT I AGREED TO FOLLOW UP ON

OPTIONAL · PRIVATE

Ticket context**28**

ACTIVE ASSIGNED

41

BECAME YOUR RESPONSIBILITY

37

COMPLETED OR RESOLVED

Operational context only. These are counts you entered; they do not account for ticket complexity, effort, quality, or work that is not ticketed. They are not a productivity or performance measure and do not affect your Workload Pressure result.

OPTIONAL · PRIVATE

Reflection themes

- Hard to switch off after on-call days
- Priorities feel unclear when projects and tickets overlap
- Wants protected time for focused build work

Your own reflection, kept separate and unscored — for personal preparation, not a finding, diagnosis, or evidence.

METHODOLOGY & BOUNDARIES

- Your Workload Pressure result is produced by a fixed, deterministic method using the schedule and workload information you provided or connected.
- This describes recent workload conditions. It is not a measure of burnout, stress, health, or risk and is not a medical or clinical assessment.
- Anything you did not provide is left out, never guessed or counted as zero.
- Ticket context, where shown, is descriptive only and does not affect the Workload Pressure result.
- Reflection responses are kept separate and never scored.
- This is not compared with peers, norms, or benchmarks.
- This makes no judgment about your performance, your team, or whether you are understaffed.
- Privacy: this is your private document. It is not designed to be forwarded — share only what you choose to say, in your own words.