18 TASK MAPPING FOR UNDERSTANDING WORKLOAD DISTRIBUTION

0h 45m | **PLENUM**

DESCRIPTION

Distributing tasks is not always easy. When unforeseen tasks arise, they often fall under the responsibility of the first person who recognizes them, even when it's something outside of their expertise.

Over time, these small tasks can lead to a much higher workload.

This is why it is important to periodically revisit the distribution of labor in your organization.

Task Mapping helps you identify when you may need to redistribute work, hire a new person, or recruit a volunteer.

PREPARATION

You need to have a clear overview of tasks and responsibilities of both paid staff and volunteers in your organization. Everyone should prepare a list of their tasks and bring it with them.

MATERIALS

• Moderation Cards
• Flip Chart
• Markers

TOOLS

None

| GROUNDWORK |
| ROLES AND RESPONSIBILITIES |

STEP 1   **INDIVIDUALLY:**
Write your name on a moderation card. Using the list of tasks you brought with you, mark all of the tasks that fit your role and working hours. Write each of these tasks on a green moderation card. Are there tasks left over on the list that don't fit into your workload? If so, write each of these tasks on a red moderation card. **[15 MIN]**

STEP 2   **IN PLENUM:**
Everyone briefly presents their overview of tasks (2' per person). Group the tasks with the names of the persons assigned to them on a wall or flip chart. How many red moderation cards are on the task mapping now? Are there any tasks missing? Discuss how you may need to redistribute tasks. **[30 MIN]**

FOLLOW UP

After identifying all the tasks and seeing how the workload is distributed, check whether any tasks need to be reassigned or whether you need to reduce your activities. For this, you can use **Method Card: Activity Screening to Increase Social Impact and Profitability (03)**.
Before reassigning tasks or involving other people, check the responsibilities of each role in your organization/project team.