## How to manage your workload when life is pushing the limits

Look at the "Puppy Scale" below and reflect on these questions:

## How are things going this week?

Which picture<sup>1</sup> most closely matches how you're feeling?











1 2 3 4 5

Based on your rating, consider the following suggestions:

Agatha Rating:	Dr. JLD's Suggestions:
1 – 2	I'm having a good (maybe even great!) week. I'm excited about this week's topic and looking forward to reading!
	Read/watch/listen to all of the things.
	Try my colleague Raul Pacheco Vega's Deep Engagement reading strategies this week. Be sure to follow the links in his blog post as he provides a lot of detail on how to maximize your reading for your writing assignments. Try writing a memorandum to support your reading or adapt the Cornell method to take notes from the readings.
	Use this as a week to work on one of the class deliverables (op-ed, legislative testimony, BoD research, case memo, group project).
3	It's alright. I'm doing 'all the things', but not always with enthusiasm.
	<ul> <li>Consider <u>reading at the meso-level</u> or using the <u>AIC Method</u> to go through all of the readings.</li> </ul>
	<ul> <li>If you find the readings have piqued your interest, perhaps return to the Deep Engagement strategies to fill in the gaps and/or apply</li> </ul>

<sup>&</sup>lt;sup>1</sup> [Alt text: A scale from 1-5 with corresponding images of dogs. From far left: 1-medium sized tan dog with pointed ears and tail, mid-bound, happy expression.. 2 - Puppy laying on bed, on back, with closed-mouth smile. 3 - White fluffy dog (samoyed?) sitting on couch with front paws crossed, relaxed but head and ears are up 4 - Hound flopped with head resting on a laptop, eyes closed. 5-Medium-sized dog wrapped up in turquoise fence.

	learnings to your class deliverables. (This is the optimistic suggestion!)
	<ul> <li>If you're still feeling on the downside of the 'meh' scale, show me why this matters (use the "why this matters" discussion feed, send an email connecting class material to current events and/or chat with me for a few minutes). Leave the class deliverables for another week. (This is likely the more realistic suggestion.)</li> </ul>
4	Meh! I'm here, but the struggle is real.
	<ul> <li>Use the <u>AIC Method</u> to go through two of the readings.</li> </ul>
	<ul> <li>Try to find a way to show me you understand why this matters.</li> </ul>
	Consider taking the week off and get some rest.
5	Are we there yet? I'm almost out of gas.
	<ul> <li>Take the week off. We all need a break at some point.</li> <li>Bare minimum if you don't want to take the week completely off: read one article at the meso-level and show me why this matters.</li> </ul>
Fallen off the scale	I am overwhelmed and feeling out of my depth. I can't work.
	<ul> <li>Contact Dr. JLD to discuss alternatives or accommodations to help lighten the load. It shouldn't be this hard, so let's talk about taking care of you.</li> <li>Check out NYU's Wellbeing, Health, and Safety Resources</li> </ul>

Inspired by @Karenerrichetti - Epi Barbie's Fauci Scale as well as Dr. Joelle Rodway's scale and suggestions.