



## Etiquette for allocating work to colleagues

Colleagues are asked to adhere to the following etiquette when allocating work to colleagues

- Be realistic about how urgent a piece of work may be. (If it can wait a day, or longer, please say so). This will help support colleagues prioritise their workload.
- If you do have an urgent deadline, please consider how much time the task is likely to take for someone who may already have a full workload OR who may not be familiar with what is required.
- Recognise colleagues' expertise and experience in certain areas and, where applicable, ask their advice on how long a piece of work may take, and what issues might arise.
- Please be patient and recognise the pressures colleagues may be under. If there is a small task you can do yourself to save on colleagues time, please consider doing so.
- Always be appreciative of colleagues efforts to do the best job possible, sometimes under difficult conditions.
- Treat all colleagues equally and as key members of your team.