**Task 8 - Your task**

In this task you are focusing on your health and wellbeing in the workplace.

In your role as an administration officer at Anjark Services you experience peaks and troughs in the volume of the work you are expected to carry out. Sometime the timelines attached to a task are unrealistic.

In the past five weeks, one task has become a problem for you. It is causing you to worry about completing it at the end of each week, you are often irritable and do not sleep well on Thursday nights (the day prior to the task being completed).

Anjark Services runs a ‘reporting week’ from Wednesday morning to Tuesday afternoon (5 working days). Data is provided by the outlying offices each Tuesday evening to the Client Manager who must provide a written report on the week’s business to the General Manager by 3:00 pm each Friday along with a list of recommendations.

You are responsible for typing the report, adding sales data and getting this delivered to the General Manager by the set deadline. In the past four weeks, the draft report and data has not been passed to you until after 11:00 am on the Friday and there is at least 5 hours of your work in preparing the report, entering the data, etc. For the last month you have worked through Friday lunchtimes and on one occasion were still working on a complex report issue until 6:30pm – everyone else left at 4:00pm!

The General Manager made a comment about focusing on your work and getting the report to her on time; she does not seem to realise either the work involved or the fact that draft report and data are not provided to you until late each Friday morning.

Your work colleagues and family members believe that your situation is unfair and impacting on your wellbeing. You decide to speak to your supervisor, Mitchell about the problem. To prepare your self for the meeting with Mitchell, there are some tasks you need to carry out:

**Task A**

To try and identify what is causing the problem, you download a form used by Anjark Services as part of their continuous improvement process – a reflective journal. Complete this analysis of the problem and your feelings – where necessary, make up the details to correspond with the problem outlined above.

**Task B**

With the elements of the problem identified and how this is impacting on your wellbeing clarified, you need to now plan your communication. Download and use the Communication Plan template to prepare your communication with Mitchell Grasse, your supervisor.

**Task C**

In this scenario, you have completed a face-to-face meeting with Mitchell. Select one of the recommendations you have hoped he would accept and assume he has accepted this though he has added the additional elements that you are responsible for chasing up the Client Manager by Wednesday lunch time for the draft report and data.

With these assumptions in place, download the Communication Plan Evaluation form and fill it in.

**Task D**

There is a short questionnaire that Mitchell has also asked you to complete to support the introduction of the revised Wellbeing Policy at Anjark Services. He would like the answers to this survey emailed back to him.

**Task E**

Complete the quiz that is linked to the Intranet in this task.

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.