



1 — The agreement table



Task or area	Minimum effective standard (MES)	Optional not expected

2 — “Good enough” anchors

Good enough looks like

- Good enough is
- We stop when
- We do not expect

This locks in the "good enough" principle without adding complexity.



3 — Boundary protection line

How we protect workload boundaries

- ✓ We check before adding extra tasks
- ✓ We make changes explicit and time-bound
- ✓ We review what we stop, not only what we start



SHARED WORKLOAD AGREEMENTS

A simple team tool for agreeing what is expected and what is optional.

What This Tool Is

A shared clarity tool that helps teams agree what is expected, what is optional, and what “good enough” looks like in practice.

Why This Tool Helps

Because unclear expectations increase workload

Shared agreements reduce hidden standards and prevent tasks expanding beyond what was planned.

Because unspoken standards create workload drift

When expectations are not named, tasks quietly grow over time.

Because consistency reduces pressure

Shared standards help teams avoid uneven expectations and unspoken comparisons.

Because “good enough” protects capacity

Agreeing the minimum effective standard reduces overworking and perfection habits.

Because optional work needs clear boundaries

Naming what is optional prevents it becoming expected through culture or guilt.

Because shared decisions reduce individual load

When teams agree together, individuals carry less uncertainty and emotional load.

Who This Tool Is For

Anyone working in a busy school environment who wants clearer workload expectations and more consistent team boundaries.



When to Use This Tool

Use when you notice:

- Different expectations across a team
- Tasks expanding beyond what was planned
- Difficulty stopping or switching off
- Reworking or polishing beyond what is necessary
- Pressure building without clear reason

Ideal moments:

- At the start of a term or busy period
- Before assessment or reporting cycles
- When introducing new initiatives
- After workload concerns are raised
- When you want to reset team expectations

How to Use Shared Workload Agreements

1 Choose the task areas

Select 5–7 common tasks where workload often expands.

2 Define the **minimum effective standard (MES)**

Agree what “good enough” looks like for each task.

3 Name what is optional

Clarify what is helpful but not expected.

4 Agree the stopping point

Decide when work is complete and does not need further polishing.

5 Review regularly

Return to the agreements during peak periods and adjust if needed.

Important to remember:

* If it is not agreed, it should not be assumed

* Optional work must stay optional

* Reviewing what you stop is as important as reviewing what you start

Sequence: Clarify expectations → Agree boundaries → Reduce workload drift

Notice. Act. Prevent.

Clarity reduces workload. Shared clarity reduces workload drift.