Workplace Strategies for Mental Health

Compliments of Canada Life

Task improvement worksheet

Task

- ○ Newly assigned task
- ○ Ongoing task

Date: _____

Employee name: _____

Reviewed with: _____

Date for follow-up: _____

How would you know you've completed this task successfully?

What do you need to successfully accomplish the task?

How many hours will it take to complete this task successfully the first time?

Given all your other work tasks, when is it reasonable to expect completion?

Task improvement time log

Due on:

Date	**Challenges or supports**
Start time	
End time	

Date	**Challenges or supports**
Start time	
End time	

Task improvement time log

Due on:

Date	**Challenges or supports**
Start time	
End time	

Date	**Challenges or supports**
Start time	
End time	

How did you measure success?

What will you do differently now so you can be successful next time?

All Workplace Strategies resources are available to anyone at no cost, compliments of Canada Life. To learn more, visit clwsmh.com.

Canada Life and design are trademarks of The Canada Life Assurance Company. 79-0750-06/20