

## Four Ways You Can Flex Work

### *Schedule – How much can you flex \*when\* you work?*

Can some or all of your work be done during non-traditional work hours?  
 Early in the mornings? In the evenings? On a Saturday or Sunday?

**Very flexible**  \_\_\_\_\_  **Inflexible**

Public transit driver School bus driver

### *Physical Presence – How much can you flex \*where\* you work?*

Can some or all of your work be done from home? Can you create a home office?  
 Telecommute two days a week? Leave work early and finish it in the evenings?

**Very flexible**  \_\_\_\_\_  **Inflexible**

Data entry clerk Receptionist

### *Substitution – How easy is it for someone to help you with the work you do?*

Can you use delegation as an opportunity for someone else to expand their skills?  
 Can you delegate repetitive tasks? Could you job-share with someone else?

**Very flexible**  \_\_\_\_\_  **Inflexible**

Court stenographer Judge

### *Workflow – How much can you control the pace and quantity of your work?*

Can you decide when to take on, or not to take on, another project?  
 Are deadlines negotiable and predictable, or fixed and/or unpredictable?

**Very flexible**  \_\_\_\_\_  **Inflexible**

Fire inspector Fire fighter

#### *Too much to do? Can you?*

- Flex more negotiable deadlines around tasks that have non-negotiable deadlines
- Systematize tasks so they take less time
- Put a task on-hold until other more time-sensitive tasks are completed
- Do something in “good enough” mode—find the simplest way to just get something done
- Find more efficient ways to work, or reduce or eliminate inefficient work practices