**After identifying factors of mental workload in your work group or department and the subsequent team discussion on solutions or measures, document the mental load factor or   
task in column 1, the planned measures or activities in column 2, the person responsible for implementation in column 3 and the target date for implementing the measure and in   
column 4 your review of the measure or activity for its effectiveness after an appropriate period of time.**

| **Mental load factor / task**  ***Belastungsfaktor / Aufgabe*** | **Measures or activities**  **(**Presentation of the measures and activities proposed in the team meeting which you consider to be expedient and useful**).**  ***Maßnahmen oder Aktivitäten*** | **Implementation of the protective measures**  **Who is responsible?**  **By when?** | **Review of protective measures with dates**  (presentation of the results, definition of new measures if necessary) |
| --- | --- | --- | --- |
| **1. Load factor / task** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **2. Load factor / task** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **3. Load factor / task** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **4. Load factor / task** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Signature of the responsible manager:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_