

Prioritizing Tasks

Instructions: Drag and drop the boxes below to the appropriate column.

High Priority	Medium Priority	Low Priority

Sending an e-mail
notification about Staff
Meeting

Talking with Friends

Complete budget for
Staff Meeting at end of
the month.

Complete Team
Evaluation Form

Proofread a memo to
be sent out tomorrow

Greet a customer
(walk-in)

Have lunch

Motivate co-worker to
complete work

Answer a phone call

Organize the rolodex

Type the Agenda for
the Staff Meeting

Create a Christmas
Flier