STATEMENTS	PRIORITIZATION/ ALLOCATION/ OPTIMIZATION
• A supervisor transfers two employees from the warehouse to the packing section during a surge in orders.	
• An employee enrolls in a digital marketing course to improve campaign performance.	
• A manager addresses a workplace safety hazard before reviewing attendance records.	
• A skilled graphic designer is assigned to create the company's advertising materials.	
• The company divides its budget among recruitment, training, and equipment purchases.	
• An employee learns shortcuts in a software program to complete reports more quickly.	
• A team chooses to complete a client presentation before organizing old files.	
• The manager assigns additional company vehicles to the delivery department.	
• A worker with excellent communication skills is selected to handle customer complaints.	
• A supervisor responds to a major customer issue before checking routine emails.	
• The company provides leadership training for employees with management potential.	
• A department receives extra office supplies because its workload has increased.	
• A project team decides to fix system errors before discussing future upgrades.	
• An employee with strong data analysis skills is assigned to prepare performance reports.	
• The organization distributes available workstations among different teams.	

LIVEWORKSHEETS