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

LIVEWORKSHEETS