

# 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