STATEMENTS	PRIORITIZATION/ ALLOCATION/ OPTIMIZATION
A manager completes an urgent client report before responding to routine emails.	
The supervisor assigns three employees to customer service and two employees to inventory checking.	
An employee attends a training workshop to improve spreadsheet skills and work faster.	
A team leader focuses on tasks with approaching deadlines before working on less urgent assignments.	
The company provides a budget for office supplies, transportation, and employee training programs.	
A graphic designer is assigned to create advertisements because of their creativity and design skills.	
A worker prepares a list of tasks and completes the most important ones first.	
The manager distributes company laptops to departments based on their needs.	
An employee learns keyboard shortcuts to complete reports more efficiently.	
The supervisor decides to address a customer complaint before conducting a weekly staff meeting.	
The company schedules employees in different shifts to ensure enough workers are available throughout the day.	
A talented communicator is trained to become a team leader.	
A project team works on safety issues before discussing office decorations.	
The manager assigns additional budget to the marketing department for an upcoming campaign.	
An employee with excellent data analysis skills is given research tasks that match their strengths.	

LIVEWORKSHEETS