# **Work Priorities – Task 5**

Complete the following activity.

This activity requires you to assign priorities to possible work tasks you may face in a day. Number the possible jobs in order of priority considering your time constraints, business requirements and values.

At the end of setting priorities, provide a brief explanation for your choice of order and further feedback needs and email it to Kim Richards (teacher).

## **Assigned tasks**

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| --- | --- |
| o | Mitchell Grasse has asked you to buy extra milk for morning tea. |
| o | You have some research to complete on a government website for a PowerPoint presentation to be used at a staff meeting tomorrow. |
| o | Your phone is ringing and needs answering. |
| o | You have a number of telephone calls to clients that must be made today. |
| o | Mitchell requires the outgoing mail to be done by lunchtime. This will take you an hour to complete. |
| o | One of the directors requires you to respond to a client request regarding pricing today. |

Explanation of choices (Write a brief explanation below):

Did you need to seek further information from any staff member to decide on your priorities. Indicate who and why?