

## Module 7 v Activity 6 v ORGANIZATIONAL SKILLS

### Designating Priorities

INSTRUCTIONS: Designate priorities for the following activities. Write Routine if the activity is routine, ASAP if the activity should be done as soon as possible, and Rush if the activity should be completed immediately.

- \_\_\_\_\_ 1. Work completed with a minimum amount of effort.
- \_\_\_\_\_ 2. Activities that benefit the company.
- \_\_\_\_\_ 3. Important work.
- \_\_\_\_\_ 4. Does not require immediate attention.
- \_\_\_\_\_ 5. Socializing/attending meetings.
- \_\_\_\_\_ 6. Workers receive immediate gratification.
- \_\_\_\_\_ 7. Developing new product information.
- \_\_\_\_\_ 8. Should be done as soon as time permits.
- \_\_\_\_\_ 9. Expected, customary duties.
- \_\_\_\_\_ 10. Require considerable time to complete.