Training Instrument 12–10

Time Management

PRIORITIZE	
A, B, or C	*Prioritize the following items as A, B, or C. If you decide you need additional facts to make your decision, you can create them and add them to the Notes line under the task.*
	Call Fred to set appointment for this afternoon's meeting. Notes:
	Make flight reservations for business trip next month. Notes:
	Meet with staff on XYZ project due this Friday. Notes:
	Send emails to invitees for meeting next week. Notes:
	Schedule to attend time management seminar. Notes:
	Reschedule overdue doctor appointment. Notes:
	Proofread report that will be sent out tomorrow morning. Notes:
	Visit with staff members. Notes:
	Answer emails. Notes:
	Read article on new business contacts. Notes: