



STEP 7

PRIORITIZATION AND ORGANIZATION SKILLS

- ☐ It's a new day—Tuesday—at Bookends and Academic Apparel. You arrive for work and spend the first 10 minutes of your day checking your Things to Do List from the night before. You also check your daily schedule and monthly calendar to get a picture of what your day's work looks like and to ensure that you're not forgetting anything important. Today you have the following tasks to complete:



Things to Do	
1. Transcribe Molly's lunch meeting notes and return them to her by Wednesday afternoon.	
2. Quickly sort and distribute the daily mail.	
3. Help Jen organize and put back the files that were pulled last week.	
4. Mail three letters for Kevin. The letters must be mailed no later than Thursday morning to ensure they arrive on time.	
5. Take notes during Molly's lunch meeting with a client.	
6. Type up a business letter for Andrew and give it to him to proof by Thursday morning.	

Using the company hierarchy and considering which tasks are most urgent, who needs them done, and how long it will take, you prioritize your Things to Do List. You then get to work on these items. Keep in mind that the entire time you work on these projects and Jen works on her tasks, the two of you still must take calls and greet walk-in clients. However, your strong, organizational skills help you meet this challenge. For example, when a client arrives for an appointment, you are able to quickly locate his file for Erica. And when a caller needs to be transferred, you can do so without even looking at the company phone list.