

## Prioritization Tool

You can use this approach to prioritize tasks with your employee. Click the boxes to add your notes.

### Current Tasks and Time Expenditure

- On a separate paper, list out all the employee's tasks together with your employee.
- Ask your employee to put a percentage to each task - indicating the time currently spent on each (current time expenditure).

### Priorities and Future Time Expenditure

- Using the table below, reorganize the tasks on the list according to their priority - based on importance -not urgency! Insert the current time expenditure.
- Find a realistic future time expenditure considering the guidelines.

Priority	Task	Current time expenditure (%)	Future time expenditure (%)	Guide-line
1				80 %
2				
3				20 %
4				
5				
6				
7				Remove ?*
8				
9				
10				

*\*Consider whether you can remove the least important tasks.*

### Actions Needed

Remember to update your employee's job description and follow-up on progress.