**Setting Work Priorities**

**Module Description**

Demonstrating a shared understanding of the client’s expectations, you will learn to identify and recognize project standards and quality assurance processes. You will learn effective time management techniques to complete tasks on schedule and be able to monitor your progress to determine the appropriate time and approach when asking for assistance.

**Participant Presentation**

Click the link to launch the [Setting Work Priorities Presentation](https://accenture.desire2learn.com/content/enforced/9406-Pending/W3_Participant_Materials/Pro_Skills-Setting_Work_Priorities/ADF_2_0_Java_SetWorkPrior_PD.pptx?_&d2lSessionVal=YnoL4daZGC8ne2RyGf0cWMrk8).

**Participant Instructions**

Use the instructions below for the activities on the following slides. The headings below represent the slide title.

**My Inbox is Overflowing: What Can I Do? Poll: Prioritizing Tasks**

1. Review the tasks on the slide.
2. Determine which one is the most important.
3. Be prepared to explain your answer.
4. Identify the consequences if you don’t complete the task.

**My Inbox is Overflowing: What Can I Do? Dealing with Priorities**

1. When conducting this activity, ensure there is a rotation for participation for all of the activities.
2. This activity is conducted in a table team. You have seven minutes total for the activity.
3. Respond to the directions and questions on the slide.
4. Two or three participants volunteer to share a story related to dealing with conflicting priorities.
5. Allow the team member to finish the story before asking questions.
6. After the participant has completed the story, discuss lessons learned. What should the participant have done differently to avoid the situation?
7. Discuss any common themes among the stories or lessons learned at the table.
8. Share lessons learned with the class.

**What Are Some Ways to Work Efficiently?**

1. Conduct this activity as a table team. You have seven minutes total.
2. Spend three minutes making a list of ideas on how to work efficiently. Write your answers on a flip chart, white board, or a piece of paper.
3. Rotate who records the ideas for the team. It should not be the same person each time.
4. After you have spent a few minutes brainstorming, spend a few minutes working with another table team to compare notes. Add any new ideas.
5. Wait for the Faculty to share any additional thoughts or ideas.

**How Do You Use Technology to Stay Organized?**

1. Conduct this activity as a table team. You have seven minutes total.
2. Spend three minutes making a list of ideas on how to work efficiently. Share any tactics you use to organize your work. Write your answers on a flip chart, white board, or a piece of paper.
3. Rotate who records the ideas for the team. It should not be the same person each time.
4. After you have spent a few minutes sharing with your table team, compare your tactics with another table team across the room.
5. Teams decide who has the best tactic per pair of table teams. Faculty will decide in case of a disagreement.
6. The winner of each pair of table teams shares the tactics with the plenary.