

# Task Priority Management Tool

Staff Member \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Select a reasonable length of time (for example, the next six weeks), and list your six major priority tasks that must be completed. Provide a brief description of your implementation plan for each task. How do your priorities compare to those of your team members?

| Priority Task | Task Implementation Plan |
|---------------|--------------------------|
| 1.            |                          |
| 2.            |                          |
| 3.            |                          |
| 4.            |                          |
| 5.            |                          |
| 6.            |                          |