

Interactive materials for Step 4:

EXERCISE: Identifying work priorities



Sometimes employees spend a lot of time worrying about something that managers do not see as important. Before you meet with the employee, write down some of the most important aspects of the job and rank these. You can then use this list of priorities to explore overlap and differences between your list and the employee's list to agree priorities for the initial return period.

Tasks

- Red – top priority tasks (within xx days):
- Amber – need to be done (but not urgent, within x week/s):
- Green – can wait (over the next few weeks):