

**Prioritising Activity 1**  
**Opening Up the Community Centre**

Sarah is a volunteer at a local community centre and it is her responsibility to open the centre for the evening youth club. She arrives at 7.15 and the club is due to begin at 7.30. This evening they are expecting a visit from a local councillor who is a member of the management committee, as the club has applied for a grant to employ a part time youth worker. The councillor is due to arrive at 7.30 to meet the group, before attending a committee meeting.

When Sarah unlocks the door she finds:

- water coming in through the ceiling, probably from a frozen or leaking pipe
- there are two club members arguing outside which looks as if it is getting serious
- her partner phones saying she must return home urgently as their cat has died
- she finds a note saying that the paperwork for the meeting was not posted out to 3 of the people coming to the meeting and they will need to be photocopied before the meeting
- she is asked to move her car to allow the councillor to get into the car park, but she appears to have mislaid her keys

What are Sarah's priorities?

Discuss her problems, try to put her actions into order and decide how she should deal with them.

Decide which activities are really important, which ones could be done a little later and which ones could be done by someone else.

**Prioritising Activity 2**  
**Going out to a meeting**

Anna is about to leave her house to go to a meeting. She is the chairperson of the committee and really has to leave the house now if she is to get there on time. But:

- the babysitter has not arrived
- the washing machine is leaking across the floor
- Jamie(16) is hungry and wants to know how to cook pizza
- Anna realises that she has left her papers for the meeting at a friend's house
- a neighbour rings the doorbell to complain about the loud music coming from Jamie's bedroom
- her elderly mother telephones to say that she has just slipped on the garden path and is feeling very dizzy and can't get up

Which activities are most important?

What should Anna do first?

Can you put all Anna's activities into order of priority?

Could Anna delegate any tasks to someone else?

### Prioritising Activity 3

#### Busy day at work

Stuart works at a children's nursery and on Monday morning he gets into work to find that he has a lot of things to do:

- a parent wants to see someone straight away, complaining that the organisation is uncaring, doesn't listen and is a waste of time
- his boss wants to see him for half an hour about some urgent business as she will be out for the rest of the day
- Stuart has to finish a report for the council and it is due in today at 12.00
- the receptionist hasn't arrived yet and the telephone keeps ringing
- there's a pile of post to be opened
- one nursery worker has telephoned to say that her child is ill and she won't be in today. Stuart will have to contact an emergency worker as the nursery cannot run if it is understaffed
- Stuart's computer seems to be playing up and the council report is on the hard disk

Which activities are most important?

What should Stuart do first?

Can he ask someone else to take on some of his workload?

How should he deal with all these demands and what priority should he give them?

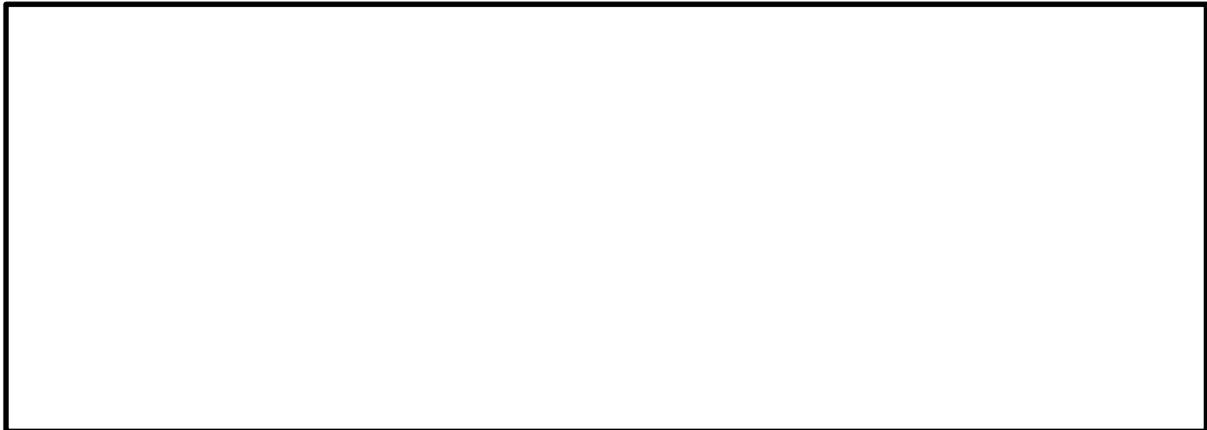


**Prioritising Activities:**  
**Evaluation Questions**

How did you decide on which were the most important/least important priorities?  
Did everyone in your group agree?



Do priorities change depending on circumstances?  
Give some examples from your own experience.



What did you learn from these Activities that you could use when planning your own priorities?

