

Prioritizing: A Critical Executive Function

<p>Definition</p>	<p>determine the order for dealing with (a series of items or tasks) according to their relative importance. synonyms: rank, order, hierarchize, triage; More As a principle, it means doing 'first things first;' as a process, it means evaluating a group of items and ranking them in their order of importance or urgency.</p>
<p>Recognize skills that they already have.</p>	<p>. Prioritizing is essential for students in all subjects. They use it when planning an essay, selecting which information to include in notes, or evaluating word problems in math for the relevant data. Start by having them reflect on which of these they already do successfully, and have a class discussion for sharing strategies and making students aware of the skills they already possess. Prompts include:</p> <ul style="list-style-type: none"> • How do you select what to write down as you take class or textbook notes? • When you were successful on a test for which you studied, how did you decide which information was the most important to learn and study?
<p><i>Prioritizing Goals in Planning</i></p>	<p>Prioritizing for planning is what guides students to evaluate the order in which they'll approach parts of a larger task, and which parts should get the most time and planning.</p>
<p>How does it help?</p>	<ul style="list-style-type: none"> • minimize stress? • maximize efficiency? • help your target group? (boss or customer or both). • Do you wisely use your time?
<p>80/20 Rule</p>	

