

TOOL B: PRIORITIZING COMMITMENTS AND ACTIVITIES

Identify, Prioritize, Confirm, Schedule, and Coordinate

Working remotely, especially during a crisis, requires prioritizing and communicating essential unit functions and activities, and continuously reassessing them as circumstances evolve.

This tool will help with that prioritization, communication, and scheduling process:

1. Identify key commitments and activities. Some examples of this include academic instruction, department meetings, committee meetings, previously scheduled events/programming, and student advising.
2. Rank each of these activities as High/Medium/Low priority.
3. Determine if the task can be done remotely, or if it must be rescheduled or canceled.
4. Review rankings with key stakeholders.
5. Schedule the activity/commitment, and coordinate with unit administration as needed.
6. Regularly repeat this exercise during the crisis remote work period.

Commitment/ Activity	Level of Priority High/Medium/Low Explain	Remote/ Reschedule /Cancel	Confirmed with Chair	Scheduled	Coordinated with DA

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