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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Adapted for Columbia University by the Flex+Strategy Group ©2020—All rights reserved/Not for reproduction without permission of FSG*