

# Prioritizing

Part of prioritizing is considering other issues.

Sometimes you take a job but do not think about the priorities in your daily life that may interfere with it. Some things are so important that unless they are dealt with, you cannot succeed at your job.

Example:

Juan does not own a car and must rely on a bus for transportation. Working his life into bus schedules is a priority for him. He is bus savvy and never considered transportation a problem or priority when taking the job. However, his job requires him to work on Saturday, when the bus schedule is very tight. He did not consider that the bus schedule changes on Saturday and cannot guarantee his employer that he will be on time every Saturday. This interferes with his job survival because he cannot guarantee his manager that he can be at work on time.

## **Stop and Think:**

**Check anything that might interfere with the job you are considering:**

- |  |  |
|--|--|
| <input type="checkbox"/> Childcare           | <input type="checkbox"/> Allergies           |
| <input type="checkbox"/> Working alone       | <input type="checkbox"/> Working holidays    |
| <input type="checkbox"/> Working with people | <input type="checkbox"/> Reading ability     |
| <input type="checkbox"/> Transportation      | <input type="checkbox"/> Doctor appointments |
| <input type="checkbox"/> Clothing            | <input type="checkbox"/> Math ability        |
| <input type="checkbox"/> Outdoor work        | <input type="checkbox"/> Weight              |
| <input type="checkbox"/> Indoor work         | <input type="checkbox"/> Health              |
| <input type="checkbox"/> Sick children       | <input type="checkbox"/> Spelling ability    |
| <input type="checkbox"/> Working nights      | <input type="checkbox"/> Budget              |
| <input type="checkbox"/> Working weekends    | <input type="checkbox"/> Writing ability     |
| <input type="checkbox"/> Speaking            | <input type="checkbox"/> Location            |
| <input type="checkbox"/> Speed               | <input type="checkbox"/> Family members      |
| <input type="checkbox"/> Phone skills        | <input type="checkbox"/> Education           |
| <input type="checkbox"/> Computer skills     | <input type="checkbox"/> Language            |

**How will you work with these issues? Discuss.**