

Prioritizer

Last week for LEAD time, you and your class used a plus delta to give feedback on what is going well at Oraneg and what they would like to change or improve on. This is valuable information because we want our students voices to be heard. This week, you will take that information that is on the delta side and use another leadership role called the prioritizer to prioritize their deltas. This is something that can initially be done in small groups and gather together at the end and come up with a class list.

Looking at your Plus/Delta from last week, you will use the letters A, B, and C to prioritize most important to least important. A=Most important and have to be done B=Somewhat important C=not as important (You can use your plus delta and just write the letter right next to it!) I have attached the form and a sample lesson plan for social studies, but will help you get the idea!

For example:

Wear whatever we want - C

Pick up garbage- A

Change the food for lunch- A

Longer recess- B

Next week, the kids will use another leadership tool to make a plan for one of these items that are labeled with an A. Please save your plus/delta and prioritizer for next week.

The
Leader in Me®

Title:

Leadership Tools—Prioritizer

Author/Source:	FranklinCovey Education		
Learning Objective:	Students will be able to use a Prioritizer.		
FranklinCovey Habit:	FranklinCovey Leadership Tools		
Subject Area:	Social Science		
Activity Time:	20 minutes	Grade Level:	K—2
Activity Type:	Check all that apply		
	Individual	Group	Homework
		X	

Set Up

Student Materials	Teacher Materials	Review
	<i>Froggy Gets Dressed</i> by Johathan London Chalkboard or Whiteboard	

Introduction

The Prioritizer is a useful tool for putting first things first. Students should first list all of the tasks they need to do, then write an A, a B, or a C next to each task to indicate its priority. “A” is for the things that are most important and have to be done. “B” is for the things that are somewhat important. “C” is for things that are not really important. An advanced use of the Prioritizer is to also add a number next to each task to indicate its order within the A-B-C ranking (A1, A2, etc.).

Using a Prioritizer is a new venture for young children. Introduce the idea by telling the children that, when you have a lot to do, it helps to think of what is the most important thing and to do that first. Tell the children you will be reading a story about a frog that forgot to think of the most important thing first. Although this is a comical way to introduce the concept, it will be incorporated into something more meaningful in the Wrap-Up section. Read, *Froggy Gets Dressed* by Johnathan London.

Activity

Write a list of clothing items on the chalkboard or whiteboard (if needed, use picture cues for young children). Be sure to include clothing items that Froggy would not need (bathing suit, tennis shoes, or shorts). Say, "Let's look at the list and put an 'A' next to the things that are very important for Froggy to wear in the snow (example: underwear, pants, shirt, boots, coat, and mittens). Now, let's put a 'B' next to the things that would be helpful in the snow but not as important (thermal underwear, scarf, snow pants, and hat). Next, let's put a 'C' next to the things that aren't important to wear if you want to play in the snow (bathing suit, tennis shoes, and shorts).

Wrap Up

Explain to the children when they have something they want to do, thinking about what is most important will help them.

Assessment

Ask the children what they do in the morning. Write a list as the ideas are offered. As a group, put an "A" next to the things that are the most important things to do. Continue by labeling the ideas with a "B" and then "C". Explain that the "A" items are the most important things and they should be done first. Next, if there's time, do the "B" things. For example, point out that playing in the morning may be something that is labeled with a "C"; playing is important but only if you get all of the "A" and "B" items done first.

Extensions & Integrations

Use the Prioritizer to outline the day or project. The children will be better able to stay on task if they understand this concept.

Title:	Leadership Tools—Prioritizer		
Author/Source:	FranklinCovey Education		
Learning Objective:	The student will be able to use a Prioritizer and explain when it would be useful.		
FranklinCovey Habit:	FranklinCovey Leadership Tools		
Subject Area:	Social Science		
Activity Time:	30 minutes	Grade Level:	3—5
Activity Type:	Check all that apply		
	Individual	Group	Homework
		X	

Set Up

Student Materials	Teacher Materials	Review
Prioritizer on paper for each group of 4—5 students.		

Introduction

The Prioritizer is a useful tool for putting first things first. Students should first list all of the tasks they need to do, then write an A, a B, or a C next to each task to indicate its priority. “A” is for the things that are most important and have to be done. “B” is for the things that are somewhat important. “C” is for things that are not really important. An advanced use of the Prioritizer is to also add a number next to each task to indicate its order within the A-B-C ranking (A1, A2, etc.).

Ask, “When you have many things to do, how do you decide which one to do first?” Wait for student suggestions. Say, “Leaders know they can’t do everything so they Put First Things First. They make a list of what needs to be done and decide which are most important and label them with an ‘A’. They put a ‘B’ by the next important and a ‘C’ by the things they will do if there is time after completing the ‘A’ and ‘B’ things.”

Activity

Tell the students that they will be in groups of four-five and they have a mission to accomplish. They are going to plan a party! Each group will need to list the things to be done and then prioritize them using the A-B-C method. It may help if they choose a theme for the party. Once they are finished they will share with the class.

Wrap Up

Bring the class back together to share each group's Prioritizer. Discuss how different each plan is and ask for reasons why they labeled something the way they did. Ask, "Do you think there are other times when a Prioritizer would be a helpful tool? When?" After allowing time to share, lead students to realize that each day the Prioritizer can be used, in a planner or a notebook.

Assessment

Group sharing and random questioning of Prioritizers will demonstrate student understanding. Have students explain the Prioritizer to someone at home and use it as a journal entry the following day.

Extensions & Integrations

Using a Prioritizer, start each day by prioritizing the events and tasks of the school day. End the day by prioritizing homework.

The Prioritizer is a useful tool for putting first things first. Students should list all of the tasks they need to do, then write an A, B or C next to each task to indicate its priority. A is for the things that are the most important and have to be done. B is for the things that are somewhat important. C is for things that are not really important. An advanced use of the Prioritizer is to also add a number next to each task to indicate its order within the A, B, C Ranking (A1, A2, etc.).

The Prioritizer

Priority (A, B, C)	TASK