**Your Tasks Assessment Tool**

Please complete the below assessment tool by writing down your current responsibilities in your role, and grade them as a primary or secondary priority. Only write down what you currently do, not what you would like to do. If you need more space, make another copy and continue.

**Your title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **TASKS** | **PRIMARY OR SECONDARY PRIORITY?** |
| **Ex. Book appointments** | **Primary** |
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