



Papua New Guinea Centre for Judicial Excellence
Supreme & National Courts of Justice



Seminar on “Prioritizing Tasks”

Date: 15 June 2021

Venue: PNGCJE Training Room

REPORT



Peter Michael
Program Officer, NJSS
16 June 2021

A. Introduction

Prioritizing tasks ensures sufficient time is allocated to each activity and to determine the urgency of individual task. It has the benefit of being more productive and more tasks done within short period.

The above seminar was conducted by Dr. John Carey after identifying the need and with the view to increase productivity in PNGCJE. The seminar presentation was divided into short lecture, individual feedback and group discussion and presentation.

This seminar took place on 15 June 2021 at 10:30ma – 12:00 noon with the attendance of 15 PNGCJE Officers. The full training was recorded for the purpose of utilizing it for other future trainings.

B. Highlights of the training:

1. **Prioritization**

- Identify tasks to be completed. *Identify which task to be done first and immediately.*
- Determine what is urgent verses important: *identify which activity is urgent, important and significant.*
- Verify with supervisor for deadline. *Always communicate with the person assigned you the task and this will ensure it is done on time and accurately.*

2. Assess tasks: identify and make a list of tasks to be done.

3. Analyze tasks: consider which activities require immediate attention and consider them urgent from those important and significant tasks.

4. Act: execute the tasks as per the list from urgent to important and then to significant

It is important to note the time frame for each activity. The deadline (timeframe) for activities dictates the urgency of the activity.

5. Attention to detail: Remain focus on the tasks. The work must be done accurately as required. To ensure accuracy, it must be re-checked before the final draft is submitted. Keeping an active communication with supervisors and colleagues is important for increased productivity.

6. **Agents of leadership and change**

- Adapt: being able to learn new skills behaviours in response to changing circumstances. Being adaptable to unexpected challenges in the workplace is a bonus to the organization.
- Produce desired results: when efficiency and effectiveness are put together, the end result is the desired outcome of the activity. Efficiency means getting things done on a timely manner and to the desired standard (effectiveness).

7. Group Discussions

An interactive group activity was given. The participants were divided into two groups and tasked to perform set of listed activities/items within 10 minutes. The group who scored the highest points was given a reward to be shared among the group members. A group member from each group presented their group's discussions and activities.

Conclusion

Prioritization allows for professionals to address the tasks that are most relevant at the appropriate time to produce the desired result as expected by the stakeholder.

Attachments



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A. Agenda

1. Introduction
2. Prioritization of Tasks
 - *Urgent, important and significant*
3. Attention to Detail
4. Agents of Leadership and Change
5. Activity – Group Discussion
6. Conclusion
7. Lunch



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B. Participants List

No	Name	Designation
1	Debbie Laudiwana	Manager - Research & Publications
2	Barry Ludin	Manager – ICT
3	Tongia Kekebogi	Program Officer – Judicial
4	Arabella Owen	Program Officer – PicCJE
5	Vali Kila	Program Officer – LJSA
6	Stacey Levakia Wali	Program Officer – PicCJE
7	Peter Michael	Program Officer – NJSS
8	Caribbean Parkop	Executive Officer
9	John Lelegi	Research & Editing Officer
10	Gideon Kindiwa	Research & Editing Officer
11	Susie Vaieke	Admin. Sect
12	Olivia Paru	Admin. Sect
13	Stella Tadies	Finance Officer
14	Harry Vai	IT Officer
15	Kori Tolpari	PNGCJE Driver
Facilitator		
16	Dr. John Carey	Executive Director, PNGCJE