**Prioritize your day:** *Read each of the 10 tasks that you might be faced with on an average day as a high school counselor. How would you rate the tasks in order of importance as far as which one you would address first? You can simply place a number 1 next to the task indicating the highest priority and 10 would be the task you would address last.*

\*Parent called with concerns that their child’s IEP plan was not being followed and requested a

meeting with the teacher the same day.

\*A student you have been concerned about is displaying signs of abuse. The student has made statements that are concerning to you but has not directly stated who is responsible for the abuse.

\*An anonymous note was left for you sharing a concern that a particular student was having suicidal thoughts based on social media posts.

\*A student comes into your office upset that they are failing a class and needs help.

\*A student brings a friend to you concerned that their friend is being physically abused by their dating partner.

\*A parent calls to ask you to complete a report for their child that same day to meet a last minute deadline for college admission.

\*A teacher asks you to schedule a class presentation on financial aid for their seniors.

\*You have 100 unread emails in your inbox

\*You have 8 phone messages on your office phone

\*Your Principal is texting you to come to his office.