Indicator 2-1: A Sense of What Is Important

- Can you describe how you assess the importance of tasks at work? How do you decide what needs your immediate attention versus what can be deferred?
- How do you determine what tasks you should prioritize during your workday? Can you give an example of how you've managed conflicting priorities?
- How do you balance short-term tasks with long-term goals in your work? Can you give an example of a time when you had to prioritize one over the other?
- Tell me about a time when you took a significant risk at work. How did you prioritize the desired objectives to decide to take the risk, and what was the result?
- How do you evaluate and focus on your priorities when faced with repetitive or routine tasks?
- How do you handle situations where team members have different priorities or levels of urgency? Can you provide an example of how you managed a similar scenario?
- Can you describe a time when you had to manage multiple urgent tasks simultaneously? How did you prioritize them to ensure successful completion?
- How do you approach taking risks at work? Can you share an example of a time when you had to choose between a safe approach and a more ambitious one?
- Describe a time when you had to negotiate resources in the workplace. How did you ensure that the most critical needs were addressed?
- Can you describe when you faced a critical decision with uncertain outcomes? How did you weigh the risks and prioritize your actions?
- How do you prioritize your tasks when you have multiple responsibilities at work? Can you give an example of how you managed competing deadlines?
- How do you ensure your actions align with short-term and long-term work goals? Can you give an example of how you've navigated this in a challenging situation?
- Can you describe a situation where you had to balance the competing demands of (co-workers, vendors, and clients)? How did you prioritize tasks to meet these demands?
- How do you evaluate the impact of your work on the overall goals of the team or company? Can you provide an example of how you've contributed to meaningful outcomes through effective prioritization?
- Can you give an example of a situation where you had to decide between two important tasks quickly? How did you determine which one to prioritize?
- Can you recall when you had to delegate tasks to others because your workload was too heavy? How did you decide what to delegate and ensure those tasks were prioritized correctly?
- How do you handle situations where you've realized too late that you prioritized the wrong task? What did you learn, and how did you correct the course?

© Copyright 2026—All rights reserved