

You are the Senior Executive Support Officer at a large Department. It's Monday and over the weekend there has been an influx of new work come in.

The new tasks include:

- a Ministerial briefing note that is due at 4pm today;
- 3 corporate executive meeting papers that require review and are due to be submitted to the Office of the Director General (ODG) by close of business today;
- 2 urgent requests from Directors in the division that say that their requests are the highest priority; and
- Multiple new requests for input on corporate policies, guidelines and forms.

In addition, you still have tasks left over from Friday that need to be completed including:

- finalising meeting minutes from the Strategic Sub-Committee meeting that occurred on Thursday last week (according to the terms of reference from the group need to be circulated within 3 business days after the meeting); and
- reviewing divisional annual report content from 3 divisional business areas which is due back to ODG by Wednesday.

How would you approach the day and what steps would you take to ensure that the work gets done and deadlines are met?

As part of the response, please ensure that you include details of how you would determine the order of priority for work tasks.