

Prioritization Grid

Type: Organizing Ideas



What Is It?

A matrix that can be used to prioritize tasks or topics based on their ease and impact, or based on their importance and urgency.

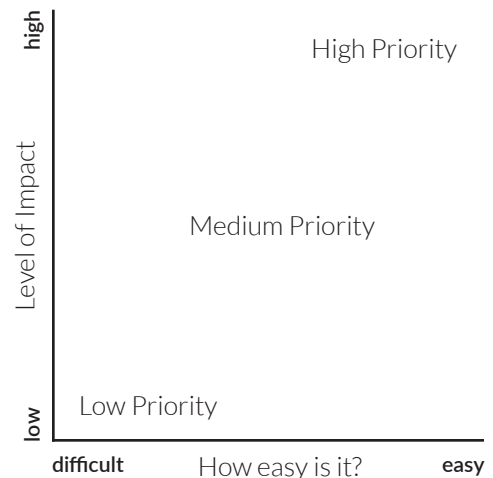
Why Use It?

Helps participants prioritize activities or topics

Useful for getting a group to prioritize and take next steps when there are many options

How to Use It

1. List all the tasks that a group / person needs to carry out (or topics that they want to discuss) and make a symbol to represent each one.
2. Draw the prioritization grid (see image). There are two ways you can create your grid:
 - a. "Level of impact" vs. "how easy is it" (as in image)
 - b. "Level of importance" vs. "level of urgency" (same grid but replace titles).
3. For each task or topic, decide where it should be placed on the grid. This can be done individually or as a group and then discussed.



Trainer Notes

You can use this exercise to make a decision quickly and move on, or to have a rich discussion about how to prioritize particular topics and what criteria to use.

This activity works best for audiences who are comfortable with and have a good understanding of graphs.