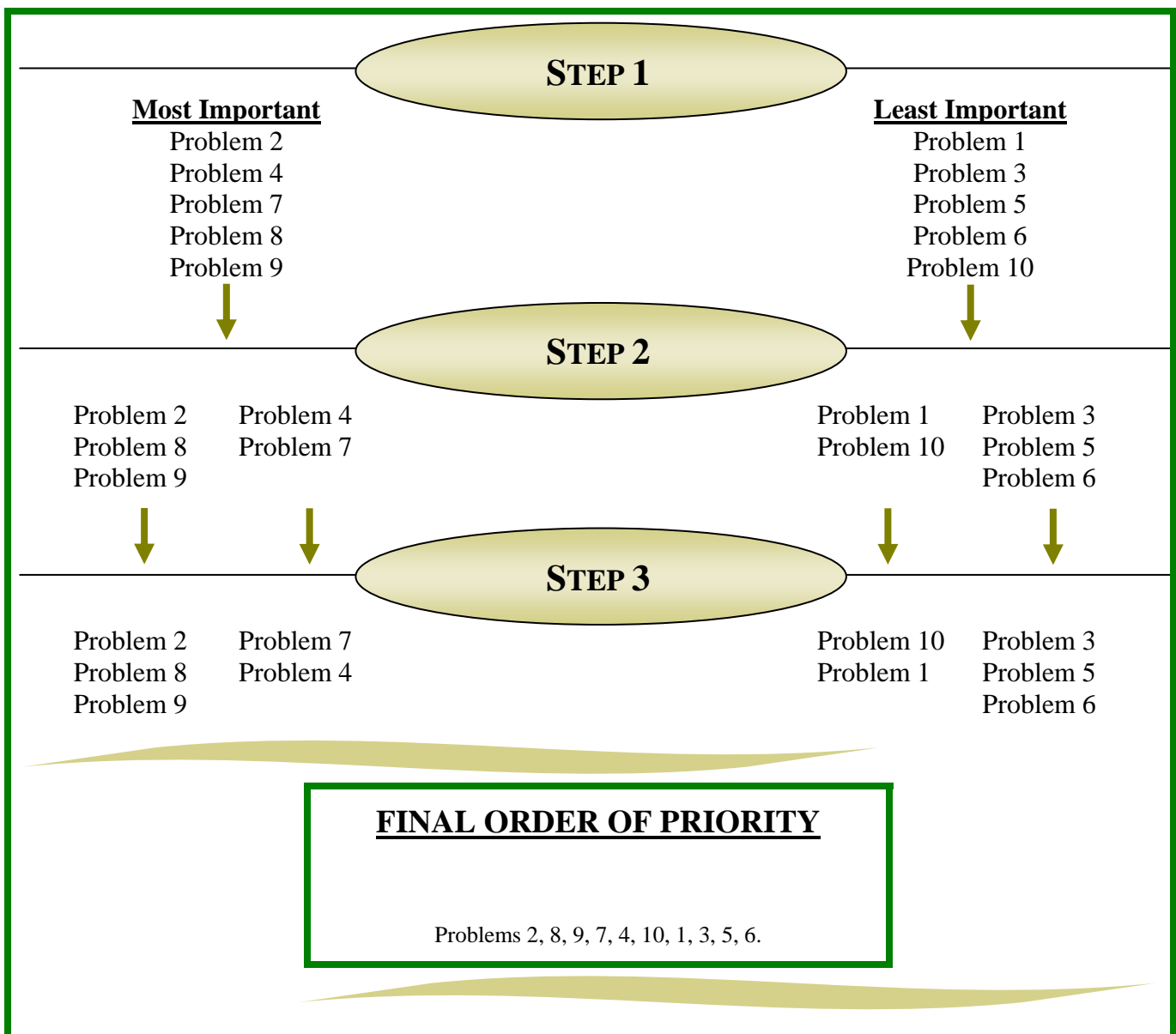


# Quick Reference – Getting on the Same Page with Priorities

## *Forced Ranking*

- STEP 1:** Dichotomize the list into: “Most Important—Least Important”, “Most Urgent—Less Urgent” or “Greatest Benefit—Least Benefit.”
- STEP 2:** Taking each dichotomy, now divide them into “Most—Least”.
- STEP 3:** Continue the divisions until you end up with what amounts to an ordinal ranking of all the problems in terms of importance.



# Quick Reference – Getting on the Same Page with Priorities

## Benefit Analysis

Rate each issue according to seriousness, urgency and growth trend (see rating scales below).

ISSUE	SERIOUSNESS (size of consequence)		URGENCY (when needs to be resolved)		GROWTH TREND (increasing, decreasing or stable problem)		TOTALS
	Rating	Wtg. X 3	Rating	Wtg. x 2	Rating	Wtg. X 1	

Note: Use the following scales (or something similar) as guides to your rating of each issue.

	1	2	3	4	5	Totals
<b>Urgency and Seriousness:</b>	Very little	Little	Somewhat	Much	Very Much	
<b>Growth Trend:</b>	Decreasing Rapidly	Decreasing Somewhat	Stable	Increasing Somewhat	Increasing Rapidly	

