



PRIORITIZATION CHECKLIST

Where do I start?

1. Determine

Determine a prioritization method.
Choose one of the following:

- Simple High/Medium/Low
- Simple 1/2/3
- Kano Analysis
- MoSCoW
- Other: _____

3. List

Brainstorm what you need to get done today and make a list:

2. Define

Define what your categories mean: e.g., High priority tasks impact 100% of your employees and have >75% ROI

4. Apply

Apply your method to your tasks:

1. Assign your prioritization categories to each task (e.g., Task 1 is a High, Task 2 is a Low, etc.)
2. Compare two tasks in the same category to determine which has the most value. Continue until all tasks are ranked.
3. Congratulations!
You've determined the most valuable task to start first.