

Setting Priorities for Action: Helping a Group Decide Which Ideas to Work On

This exercise might be useful to a newly formed action group.

1. On a flip chart or blackboard, draw a horizontal line and a vertical line, resulting in a cross with 4 quadrants. See example, below.
2. On the left side, running vertically, from top to bottom, write the word “Workable.” Across the bottom, running left to right, write the word “Important.”
3. Label the top 2 quadrants above the horizontal line “Easy.” Label the bottom 2 quadrants below the horizontal line “Hard.”
4. At the base of the left-hand column, write “Low.” At the base of the right-hand column, write “High.”
5. Take the list of action ideas, and assign them to the appropriate quadrant. Put them on Post-it notes, in case they need to be moved around.
6. Ideas in the upper right quadrant (which are both “Easy” and “Important”) might be a good place to begin.

Example:

The numbers in the graphic correspond to the numbered items at the bottom of the box.

