Prioritization: MoSCoW Method

The MoSCoW method is a technique used to organize tasks. What sets this apart from other methods is it uses different levels to distinguish which task needs to be completed first. It looks at priority versus critical level along a continuum of must, should, could, and won't.

Priority level: the organization of tasks according to the **order** in which they should be done
1. **High**: completed soonest
2. **Medium**: completed with a timeframe
3. **Low** : completion date is flexible

Critical level: the organization of tasks by assessing the **effort** needed with the **time** allotted
1. **High**: requires a maximum quantity of effort and time
   a. Example: absolutely critical because it will take a long time to complete and a lot of effort
2. **Medium**: requires a great quantity of effort and time
   a. Example: critical because it will take a fair amount of effort and time
3. **Low**: requires a minimal quantity of effort and time
   a. Example: less critical because energy and time expenditure is low

Must Start: Priority level is **high** and critical level is **high**

Should Start: Priority level is **medium** and critical level is **high**

Could Start: Priority level is **medium** and critical level is **medium**

Won't Start: Priority level is **low** and critical level is **low**

Steps:
- List tasks you would like to complete with date
- Assess the priority level
- Assess the critical level
- Estimate time needed to complete the task
- Assign MoSCoW (Must, Should, Could, Won't) based upon priority and critical level
- Set start date and potential start time

Example: Today is 11/1 and there are a lot of tasks to complete.

Task and Due Date	Priority (low, medium, high)	Critical (low, medium, high)	Time Estimate	MoSCoW (Must, Should, Could, Won't)	Start Date and Time
Create the content for my Geology 101 presentation next week	medium	medium	6 hours	C	Nov 5 @1 PM
Study for Quiz due tomorrow	high	high	3 hours	M	Today, Nov. 1 @ 2 PM
Finish essay due in two days	medium	high	4 hours	S	Tomorrow, Nov 2 @ 10 AM
Laundry	low	low	3 hours	W	Nov 8, @ 8:30 AM

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Today's date is: _____
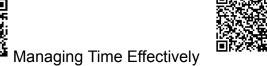
Task and Due Date	Priority (low, medium, high)	Critical (low, medium, high)	Time Estimate	MoSCoW (Must, Should, Could, Won't)	Start Date and Time

Managing Time Effectively

How to Use the MoSCow Method for Prioritization

Adapted from:

Hulshult, A. R., & Krehbiel, T. C. (2019). Using Eight Agile Practices in an Online Course to Improve Student Learning and Team Project Quality. *Journal of Higher Education Theory and Practice*, 19(3).