

# Prioritization Template

## Project/Task: [Task or Project Name]

Criteria for Prioritization:

- Importance: How critical is this task to achieving your goals or project objectives? (Scale: High, Medium, Low)
- Urgency: How soon does this task need to be completed? (Scale: High, Medium, Low)
- Effort: How much time and resources will it take to complete this task? (Scale: High, Medium, Low)
- Impact: What is the potential positive or negative impact of completing or not completing this task? (Scale: High, Medium, Low)

Scoring:

- ☐ Assign a score (1 to 5) to each criterion for each task, with 5 being the highest and 1 being the lowest.

## Tasks/Projects:

Task/Project 1:

- Importance: [Score]
- Urgency: [Score]
- Effort: [Score]
- Impact: [Score]
- Total Score: [Sum of Scores]

Task/Project 2:

- Importance: [Score]
- Urgency: [Score]
- Effort: [Score]
- Impact: [Score]
- Total Score: [Sum of Scores]

**Task/Project 3:**

- Importance: [Score]
- Urgency: [Score]
- Effort: [Score]
- Impact: [Score]
- Total Score: [Sum of Scores]

**Task/Project 4:**

- Importance: [Score]
- Urgency: [Score]
- Effort: [Score]
- Impact: [Score]
- Total Score: [Sum of Scores]

**Prioritization Results:**

- List tasks/projects in order of priority based on the total scores.
- High Priority: [Task/Project Names]
- Medium Priority: [Task/Project Names]
- Low Priority: [Task/Project Names]

**Action Plan:**

- Outline the next steps and deadlines for each high-priority task/project.
  - Allocate resources and set milestones.
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