

HOW TO USE THIS WORKSHEET:

MONTH / WEEK / DATE: _____

- List the various tasks and activities in Box 1, as shown by the examples.
- Review the Impact and Timing scale descriptions in the box below. The more critical the impact or timing, the higher the rank.
- Identify the appropriate score for each task using the Impact Scale and record the value in Box 2.
- Identify the appropriate score for each task using the Timing Scale and record the value in Box 3.
- Multiply the values in Box 2 and Box 3 to calculate the Compound Score and record this in Box 4.
- Rank the Compound Scores from Box 4, with the highest score being 1, second highest being 2, etc. Record ranks in Box 5.
- Identify the names of the key individual(s) responsible for each task or activity, and record in Box 6.
 - Note: If the same names appear in your top priorities, be sure they have sufficient time to support all activities.

Impact Scale	Shouldn't be Prioritized Over a Customer Need	Minimal Escalation if Not Completed	If Not Completed, Significant Impact or Escalation
	If Not Completed, Minimal Negative Impact	Could Reduce Resources If Needed	Must be Fully Supported by Resources
	Not to Be Resourced Above Other Projects	Valued, But Not Essential	Of Strategic Importance
	Not Critical to Organization's Success	Can Use Less-Experienced Staff	Critical to Customer or Organization

Low					Medium			High
1	2	3	4	5	6	7	8	9 10
Low					Medium			High

Timing Scale	Timing for Completion is Flexible	Timing is Negotiable	Timing Not Negotiable
	Not Urgent	Important, but Not Time Sensitive	Time Critical
	No Negative Impact if Late	Some Negative Impact if Late	Significant Negative Impact if Late
	Delay is Acceptable with Minimal Consequence	Could Delay if Necessary	Already Late / Escalated



Activity #	Box 1. Task Description	Box 2. Impact Score	Box 3. Timing Score	Box 4. Compound Score	Box 5. Priority Rank	Box 6. Task Leader	Comments, Notes
Ex. # 1	Draft initial contract terms for Tuben Logistics	5	3	15	3	John S.	Not a critical customer. Granted an extension on date
Ex. # 2	Project proposal for Acme Manufacturing	9	8	72	1	Sara T.	Due date this week, no extension
Ex. # 3	Complete pricing calculations for Technix Inc. Contract	10	5	50	2	Wanda M.	Repeat customer, but flexible
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