

**1) DESCRIPTION OF THE TOOL****Prioritisation Matrix**

Prioritisation Matrix is a useful tool that allows the rating and prioritisation of activities and/or problems, through the use weighted criteria (e.g. value, difficulty) that are relevant to the individual and/or his/her work and organisation.

Prioritisation Matrix can be used to achieve a consensus about the proposed solution or decision, and to share how the final decision was obtained.

Prioritisation Matrix usually is a solo activity.

The average duration of the activity depends on the complexity of the Matrix and size of the list of activities and/or problems.

**2) OBJECTIVES OF THE TOOL**

Prioritisation Matrix will allow the individual to:

- ▶ Rate his/her activities and/or problems;
- ▶ Prioritise his/her activities and/or problems;
- ▶ Organise his/her work, activities, and/or problems.

**3) CONNECTION OF THE TOOL WITH THE SKILL**

Prioritisation Matrix is a tool that is directly related with Judgement and Decision-Making Skill, as this activity supports and facilitates the decision-making process, through the prioritisation of activities and/or problems, and contributes to the development of the competencies of analysis, and decision making.

**4) RESOURCE MATERIALS**

The Prioritisation Matrix requires one of the following materials:

- ▶ Spreadsheets and a pencil or pen;
- ▶ Devices and software that allow the creation of tables.

**5) HOW TO APPLY THE SKILL**

**Step 1** – Create a list of activities and/or problems that you have to do and/or resolve<sup>1</sup>:

- ▶ Appoint 10 activities and/or problems that you have to work on in the near future.

**Step 2** – Allocate significance to each activity and/or problem from 1 to 10 (10 being the most important)<sup>1</sup>:

- ▶ In order to determine the relevance of each activity, you have to take into consideration the values that are related to that activity and/or problem (e.g. money, credibility, exposure);
- ▶ It is possible to have more than one activity with the same value, although in the case you have many with the same significance, it is necessary to redefine the importance of the activities and/or problems.

**Step 3** – Allocate difficulty to each activity and/or problem from 1 to 10 (10 being the hardest)<sup>1</sup>:

- ▶ The difficulty value should be assigned based on your ability and motivation to do it (e.g. if a certain activity is easy to execute but you do not like it, you should attribute to that activity a high difficulty).

**Step 4** – Ascertain the Priority Score<sup>1</sup>:

- ▶ Priority Score = Value/Difficulty.

**Step 5** – Reorganise the activities and/or problems by their Priority Score<sup>1</sup>:

- ▶ The activities and/or problems with the higher figures regarding the Priority Score will be the ones that you should be working on.

**6) WHAT TO LEARN**

Prioritisation Matrix allows the individual to prioritise his/her activities and problems in a more proper and effective way, taking into consideration his/her values and competencies.<sup>2</sup>

The Prioritisation Matrix can contribute to improve the individual's and company's productivity.<sup>2</sup>

**References:**

1 <https://www.humorthatworks.com/learning/making-decisions-using-the-prioritization-matrix/>

2 <https://www.productplan.com/prioritization-matrix-example/>