

Prioritization Grid

1. Fill in Section A with items in any order
2. Section B, decide if you would prefer item #1 or #2 if those were your only two choices.
3. Do the same for Item #1 and each of the other items, one at a time.
4. Repeat for Item #2 and so on.
5. In Section C, the second row should be the total number of times you circled the item
6. In Section D, put the rank order of the item based on the number of times it was circled. The fewest number of times circled, is the lowest ranking.

PRIORITIZING GRID FOR 10 ITEMS OR LESS
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People I'd Prefer Not to Have To Work With

SECTION A
Before Prioritizing—
Items in Any Order

SECTION B
Which is worse?

SECTION C

SECTION D
After Prioritizing—
Items in Final Order

1 bossy
2 never thanks anyone
3 messy, in dress office
4 claim too much
5 uncompassionate
6 never tell the truth
7 always late
8 totally undependable
9 feels superior to others
10 no ideas

1 never tells the truth
2 totally undependable
3 always late bossy
4 uncompassionate
5 feels superior to others
6 always late
7 claims too much
8 messy, in dress & workplace
9 never thanks anyone
10 no ideas

1	2	3	4	5	6	7	8	9	10
7	1½	3	3½	6	9	3½	8	4	1
3	9	8	7	4	1	6	2	5	10

◁ Item number in Section A
 ◁ How many times circled in B
 ◁ Final rank for Section D

