

# Option/Task Evaluation And Prioritization Form

**This form is** used to help decide which actions will give the highest "bang for the buck". For each task, assign values to each column (or only those relevant to you), add up scores, and rank. Highest scores mean the highest priority. You can also use the payoff/time comparisons as a quick check.



<b>DEADLINE:</b>	<b>PAYOFF/IMPORTANCE LEVEL:</b>	<b>\$ COST:</b>
1 = long term	1 = low recognition/impact/visibility	1 = high cost
2 = medium term	3 = moderate recognition/impact/visibility	2 = moderate cost
3 = short-term/immediate	5 = high recognition/impact/visibility	3 = no or very low cost
<b>Time:</b>	<b>Payoff/Time comparisons:</b>	
1 = significant time investment	Take Action: 5-3, 5-2, 5-1, 3-3	
2 = moderate time investment	Reduce/Cut back/Delegate: 3-2, 1-3	
3 = brief time investment	Eliminate: 3-1, 1-1, 1-2	

Item/Task/Option	Deadline	Time Investment	\$\$\$ Cost	External Payoff	Internal Payoff	Full Score (=all scores added) rank scores high to low

Form courtesy of and copyrighted by Pavla Michaela Polcarova, CPR Coaching Services, [www.cprcoaching.com](http://www.cprcoaching.com) | FB259