
Tool 12-13

Decision Chart

PART TWO

7. Place each task into the corresponding box by using the level of importance and the difficulty level.
8. The number of the box that the task falls into is the order that it should be addressed to ensure that your first activities are those that are of most importance and greatest ease to complete.
9. Break major challenges into smaller action items and assign tasks to employees, using a project management chart.
10. Follow up by monitoring and reporting accomplishments until task is completed.

PRIORITIZATION CHART

LEVEL OF IMPORTANCE TO ORGANIZATION	DIFFICULTY LEVEL OF SOLVING		
	Easy	Medium	Hard
High	1	2	5
Medium	3	4	7
Low	6	8	9
