Prioritization Matrix

WHAT IS THIS TOOL?: This is a screenshot of a matrix that can be used to facilitate an activity to help teams prioritize their goals and/or action steps

HOW TO USE IT: this tool can be used as a job aid for Implementation Specialist to support brainstorming and prioritizing goals and/or action steps. Use the matrix in-person or virtually with (virtual) sticky notes (e.g., White boards, Powerpoints, Jamboard, Zoom white board, etc.) where the group moves the sticky notes to the quadrants of the matrix of their choosing. Then based on results discuss and create action plans for the prioritized goals and/or action steps.

	Easy to Achieve	**Hard to Achieve**
High Priority		
Low Priority		

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