

PRIORITIZING GRID

Prioritizing Grid for 10 Items

Whenever you have ten items (or less) where you need to decide which one is most important to you, which one is next most important, etc. this prioritizing grid should help immensely. Instead of trying to decide between ten items, you need only decide between two items at a time. The question is always: "If I could have **a** in my life or **b**, or **b** but not **a**, which one would I choose?" There are four steps. **First**, just list the items you need to decide between, in any order whatsoever (this is Section A),

Secondly, compare two items at a time, using the grid in Section B. It is best to go down the grid **diagonally** (e.g., 1,2; 2,3; 3,4; 4,5; etc.) in order to avoid "knee-jerk reactions" to choosing the same number several times in a row, as often happens when you go down the grid vertically.

The **third** step is to total the number of times each item/number got circled; and then do the final ranking based on that — the item/number with the most circles has a final rank of #1, the item/number which was next most circled has a final rank of #2, etc. — all of this in Section C.

The **fourth** and final step is to copy the list all over again, this in Section D, putting the item you gave a final rank of #1 (in Section C) as your item 1 in Section D — but write out the name of the item, fully. Then look in Section C to see which has final rank #2 and copy it as 2 in section D, etc., until you have written out your whole list — now in exact order of preference.

Taken from *The 1997 What Color is Your Parachute?*, by Richard N. Boles. (Ten Speed Press, publishers).

Section A
Before Prioritizing—
Items in any order

Section B

Section C

1	2	3	4	5	6	7	8	9	10	Item number
										How many times circled
										Final rank

Section D
After Prioritizing—
Items in final order