

Exercise

When to use: *This could be used in a study circle, or an action group, as a quick way to sort ideas and prioritize them.*

Prioritizing Action Ideas: Verbal instructions

1. On a flip chart or blackboard, draw a horizontal line and a vertical line, resulting in a cross with 4 quadrants. On the left side, running vertically top to bottom, write the word “Feasibility.” Across the bottom, running left to right, write the word “Importance.”
2. Label the top 2 quadrants above the horizontal line “Easy”. Label the bottom 2 quadrants below the horizontal line “Hard.”

(Insert drawing.)

3. Take the list of action ideas, and assign them to the appropriate quadrant.
4. Ideas in the upper right quadrant (which are both “Easy” and “Important”) might be a good place to begin.