office printable .com

# TASK PRIORITY SCORES

LIST FOR (PERSON / TEAM)

DATE

SCORING: 1 LOW - 5 HIGH

| Task | Impact | Urgency | Effort | Score | Rank | Owner / when |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Score = impact x urgency / effort. Scores above 5 are usually worth doing first; tasks scoring under 1 are candidates to drop.