PRIORITY RANKING WORKSHEET

Choosing What Matters Most

Mentee Name:

_____

Date:

_____

Instructions

List up to 10 tasks, goals, or opportunities you are currently considering. Then score each item from 1–5 in the following categories (1 = Low, 5 = High):

- Importance
- Urgency
- Impact
- Feasibility

Task / Goal	Importance	Urgency	Impact	Feasibility
Total				



Top Priorities

My Top Priority:

Second Priority:

Third Priority:

Reflection

Why are these priorities important?

What is the first action I will take?

What can wait until later?