

HANDOUT 2 Priority Matrix Worksheet

Criteria <i>rank from 1 to 3</i>	Priority actions		
Time to implement 1= the most time 3= the least time			
Cost to implement 1= the highest cost 3= the lowest cost			
Potential for improving quality in the long term 1= the least potential 3= the most potential			
Availability of resources 1= the least available 3= the most available			
Total			