

How to Prioritize Your Lists of Anything

Here is a method for taking a list of items and figuring out which one is most important to you, which is next most important, etc.

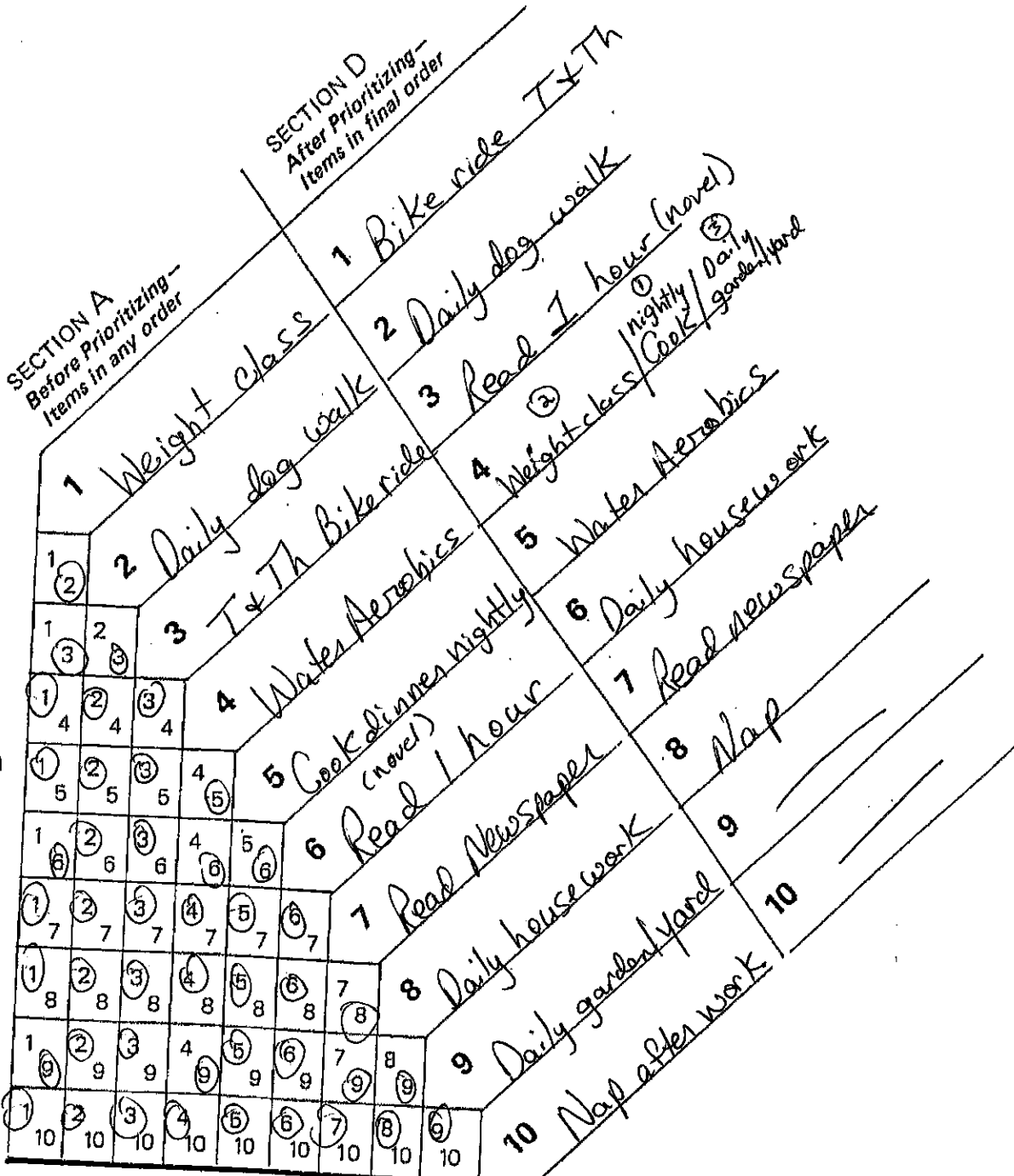
1. **Section A:** list in any order the items to be prioritized.
2. **Section B:** Compare two items at a time, circling the one that is most important or that you prefer between the two. Circle your choice for each comparison. Do this for each pair.

Example: Compare 1 to 2; 1 to 3; 1 to 4, etc. Then, 2 to 3, 2 to 4, etc.3.

4. When you are finished, count the number of times each number got circled.
5. Enter these totals on the “How many times” line in **Section C**.
6. Notice the number of times each item was circled . This determines the item’s ranking of importance. Most circled = #1, next most circled = #2, etc.
7. Enter this ranking on the **Final rank** line in **Section C**.

If two items are circled the same number of times, look back in Section B to see– when those two were compared there– which one you prefer. Give that item an extra half point.

8. **Section D:** List the items in their proper rank.



SECTION C

1	2	3	4	5	6	7	8	9	10
5	8	9	3	5	7	1	2	5	0
*4	2	1	5	*4	3	7	6	*4	8

- ◁ Item number
- ◁ How many times circled
- ◁ Final rank