# What To Include?

**Too Much Content – Not Enough Time?**

Then Prioritise content and only include those that are essential

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| **Main Task** | **Sub Tasks** | **FR** | **LD** | **IM** | **EA** | **PR** |
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| --- | --- |
| FR(Frequency) | How frequently is each task performed? |
|  | 3 = Extremely Frequent | 2 = Frequent |
|  | 1 = No so Frequently | 0 = Hardly ever |
| LD(Level of Difficulty) | How difficult is it to learn how to perform each task? |
|  | 3 = Extremely Difficult | 2 = Difficult |
|  | 1 = No so Difficult | 0 = Easy |
| IM(Importance) | How important is each task to the overall job effectiveness? |
|  | 3 = Extremely Important | 2 = Important |
|  | 1 = Not so Important | 0 = No Impact |
| EA(Entering Ability) | What entering ability do learners bring with them? |
|  | 3 = Extremely High | 2 = High |
|  | 1 = Not so High | 0 = Never heard of this |

What To Include – Priority Matrix

#### FR + LD +IM – (3 x EA) = PRIORITY

TIP – If it’s still difficult to prioritise, then limit yourself to only one option per task ie 1 x FR, 1 x LD etc

What To Include Template

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| **Main Task** | **Sub Tasks** | **FR** | **LD** | **IM** | **EA** | **PR** |
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