



Priority Matrix Template



What To Include?

Too Much Content – Not Enough Time?

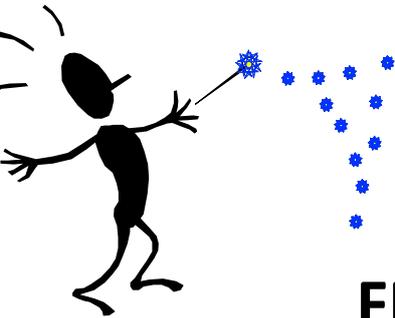
Then Prioritise content and only include those that are essential

Main Task	Sub Tasks	FR	LD	IM	EA	PR

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 - Magic Formula



$$\text{FR} + \text{LD} + \text{IM} - (3 \times \text{EA}) = \text{PRIORITY}$$

