

## Priority Ranking System

| TASK | DEADLINE DRIVEN | IMPORTANCE TO BOTTOM LINE | TOTAL | PRIORITY # |
|------|-----------------|---------------------------|-------|------------|
|      |                 |                           |       |            |
|      |                 |                           |       |            |
|      |                 |                           |       |            |
|      |                 |                           |       |            |
|      |                 |                           |       |            |
|      |                 |                           |       |            |
|      |                 |                           |       |            |

Jot the task name in the first column. Rank each task according to whether it's deadline driven and the impact the task has on the bottom line of your business. In each case 1 is low and 5 is high. Some ideas about how to assess those rankings appear below. Once you've assigned values and added the totals. Review the fourth column and rank the items by total, highest to lowest. Start with #1 and work your way through.

| Priority Ranking System   | 1                   | ... | 5  |
|---------------------------|---------------------|-----|--|
| Deadline Driven           | No defined due date |     | Due date is today or imminent                                      |
| Importance to Bottom Line | Minimal impact      |     | Directly and clearly affects revenue/other bottom line measurement |