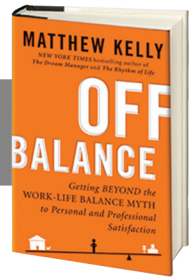


OFF BALANCE

Priority Exercise Worksheet

a resource from *OFF BALANCE* by Matthew Kelly



Identify the priority order of a list of options, features, ideas, values, or possible actions.

1. Write your list in no particular order in column 1. What are the qualities, values, options, or ideas you want to compare? Simply list all of your items on this worksheet in column 1.
2. Work with two options at one time and select the more important option. Ask yourself one of these questions when comparing options: "Which one of these options is more important to me or which one of these options would better serve my need?" Place a checkmark or tally in column 2 next to the option that you select for each comparison.
 - a. Compare option "a" with "b", then "a" with "c", then "a" with "d" and continue for all options.
 - b. After comparing option "a" with all of the options on your list, work with option "b" for your second round of comparisons. Compare option "b" to "c", then "b" to "d" and continue for all options.
 - c. Your next round of comparisons works with option "c." Your work with "a" and "b" is complete. You will now compare "c" to "d", then "c" to "e", and continue through your list.
 - d. Follow this pattern until you have systematically compared each option to every other option on your list.
3. Count the checks or tallies you have next to each option and place the number in column 3.
4. In column 4, re-write your list of options in priority order.

1. Write your list. What are the qualities, values or options you want to place in priority order? List them here in no particular order.	2. Use checks or tallies to mark selections when comparing options.	3. Count checks or tallies.	4. Use the numbers from step 3 to build your priority list. Begin with the option that had the most checks or tallies and work in decreasing order.
a.			1.
b.			2.
c.			3.
d.			4.
e.			5.
f.			6.
g.			7.

For additional information, see pages 114–122 of *OFF BALANCE*

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