**SMARTtools for Leaders™**

**Priorities**

**Participant Names:**

**Date:**

|  |
| --- |
| 1. ***Let’s all circle the number that describes our priorities.*** |

|  |  |
| --- | --- |
| **1** | “We have not thought about our priorities at all.” “We are just doing stuff, without a sense of what is expected or why.” |
| **2** | “We have thought just a little bit about our priorities, but we are not sure they are the right ones.” “There is no consensus about what our priorities should be.” |
| **3** | “We have a vague sense of what we want to achieve, but it’s not specific.” |
| **4** | “We have spent some time clarifying our priorities, but we are not in agreement that we have the right ones or that other people in our organization know what they are.” |
| **5** | “We have a general sense of what we are trying to accomplish, but we have not discussed or debated to know if they are the right priorities.” |
| **6** | “We have priorities, but there are too many of them,” or “Too few of them,” or “We are not focused on the right things.” |
| **7** | “Some people might know what the priorities are, but not everybody.” |
| **8** | “We have healthy discussion and debate about what our priorities are, and we are almost in full agreement that we are on the right track but we have not yet connected the priorities to everyone’s job.” |
| **9** | “We have clarified our priorities, they are the right ones, and we are in the process of linking them to everyone’s roles and goals.” |
| **10** | “Our priorities have been widely discussed, debated, agreed upon, and communicated. They connect to our mission and are the correct ones to achieve our broader goals, and we are all crystal clear about them.” |

|  |
| --- |
| 1. ***Let’s discuss our ratings.*** |

|  |
| --- |
| 1. ***Let’s discuss ways to improve our rating of our priorities.***   ***What should our priorities be, and why?***  ***Which priorities are worth doing, and why?***  ***Which priorities are the most do-able, and why?***  ***Which priorities should we delete, and why?*** |

****