How to Prioritize Your Lists of Anything

Here is a method for taking a list of items and figuring out which one is most important to you, which is next most important, etc.

1. **Section A:** list in any order the items to be prioritized.
2. **Section B:** Compare two items at a time, circling the one that is most important or that you prefer between the two. Circle your choice for each comparison. Do this for each pair.
   
   Example: Compare 1 to 2; 1 to 3; 1 to 4, etc. Then, 2 to 3, 2 to 4, etc.

4. When you are finished, count the number of times each number got circled.
5. Enter these totals on the “How many times” line in **Section C**.
6. Notice the number of times each item was circled. This determines the item’s ranking of importance. Most circled = #1, next most circled = #2, etc.
7. Enter this ranking on the Final rank line in **Section C**.
   
   If two items are circled the same number of times, look back in Section B to see—when those two were compared there— which one you prefer. Give that item an extra half point.
8. **Section D:** List the items in their proper rank.
<table>
<thead>
<tr>
<th>Item number</th>
<th>How many times circled</th>
<th>Final rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>8 9 3 5 1 1 2 5 0</td>
<td>*4 2 1 5 *4 3 7 6 *4 8</td>
</tr>
</tbody>
</table>

**SECTION A**
Before Prioritizing
Items in any order

1. Weight class
2. Daily dog walk

**SECTION B**

1. Th Bike ride
2. Daily dog walk
3. Read 1 hour (hard)
4. Water Aerobics
5. Cook dinners nightly
6. Read 1 hour
7. Read newspaper
8. Daily housework
9. Nap
10. Nap after work

**SECTION C**

After Prioritizing
Items in final order

1. Bike ride
2. Daily dog walk
3. Read 1 hour (hard)
4. Water Aerobics (read)
5. Read 1 hour
6. Read newspaper
7. Daily housework
8. Daily garden yard
9. Nap
10. Nap after work

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