



Prioritization Chart

Instructions: After completing a needs assessment, you’ll want to prioritize the identified needs. One approach is to categorize needs according to how urgent (time sensitive) they are and how important they are to your program goals and student needs. In the chart below, quadrant 1 issues are the highest priority and quadrant 4 issues are the lowest priority. Read the descriptions and examples to see what goes in each quadrant. You can use the blank chart on the next page to categorize your program’s identified needs.

Categorizing Needs by Priority Level

	More Urgent	Less Urgent
More Important	<p>Priority Level 1: Urgent and Important <i>A need that’s important to student or program success that should be addressed right away, often for the sake of students’ safety and welfare.</i></p> <p>Example: Data show that the hallways, cafeteria, bathrooms, and playgrounds are hotbeds for inappropriate behavior. These are the areas where fighting and drug use are most often observed.</p>	<p>Priority Level 2: Important but Not Urgent <i>A need that’s important to student or program success, but may not have to be addressed immediately.</i></p> <p>Example: Students are observed interrupting activity leaders and other students frequently during sharing time.</p>
Less Important	<p>Priority Level 3: Urgent but Less Important <i>A need that’s not especially important to student or program success, but is matched with an asset or opportunity that will be lost if it’s not used immediately.</i></p> <p>Example: A community partner offers to fund a program for grandparents who are raising grandchildren. It would be relevant to fewer than 5 percent of the families your program serves. You have only two days to decide whether to accept the offer.</p>	<p>Priority Level 4: Less Important and Not Urgent <i>A need that’s not especially important to student or program success and does not need to be addressed immediately.</i></p> <p>Example: A local business offers to fund a Daddy and Daughter Dance sometime this year but wants your staff to plan, organize and implement the activity. Staff members don’t think the activity is directly related to program goals or student needs.</p>





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Categorizing Needs by Priority Level

Use this chart to prioritize your students' and your program's social and emotional learning needs.

	More Urgent	Less Urgent
More Important	<p>Priority Level 1: Urgent and Important <i>A need that's important to student or program success that should be addressed right away, often for the sake of students' safety and welfare.</i></p> <ul style="list-style-type: none"> • • • 	<p>Priority Level 2: Important but Not Urgent <i>A need that's important to student or program success, but may not have to be addressed immediately.</i></p> <ul style="list-style-type: none"> • • •
Less Important	<p>Priority Level 3: Urgent but Less Important <i>A need that's not especially important to student or program success, but is matched with an asset or opportunity that will be lost if it's not used immediately.</i></p> <ul style="list-style-type: none"> • • • 	<p>Priority Level 4: Less Important and Not Urgent <i>A need that's not especially important to student or program success and does not need to be addressed immediately.</i></p> <ul style="list-style-type: none"> • • •

