

Activity Prioritizing Tool

INSTRUCTIONS

Rate each of the recommendations identified in the Worksite Wellness Assessment on the following aspects: importance, cost, time, commitment. Rate each on a scale of 1–5 using the chart below. Higher scores should indicate priority items to implement.

Importance: How important is the recommendation?

1 = Not at all important, 3 = Somewhat important, 5 = Very important

Cost: How expensive would it be to plan and implement the recommendation?

1 = Very expensive, 3 = Moderately expensive, 5 = Not expensive

NOTE: You can get an idea of relative cost by looking at the programming strategy tables, which are arranged by low, medium, and high resources needs.

Time: How much time and effort would be needed to implement the recommendation?

1 = Extensive time and effort, 3 = Moderate time and effort, 5 = Low time and effort

Commitment: How enthusiastic would employees be about implementing the recommendation?

1 = Not enthusiastic, 3 = Moderately enthusiastic, 5 = Very enthusiastic

Reach: How many employees will likely be affected by this recommendation?

1 = Very few employees, 3 = Some employees, 5 = Most or all employees

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#	RECOMMENDATION	IMPORTANCE	COST	TIME	COMMITTMENT	REACH	POINTS/RANKING	COMMENTS: