

# Appendix D: Activity Prioritizing Tool

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## **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

