

High-Low Priorities

What

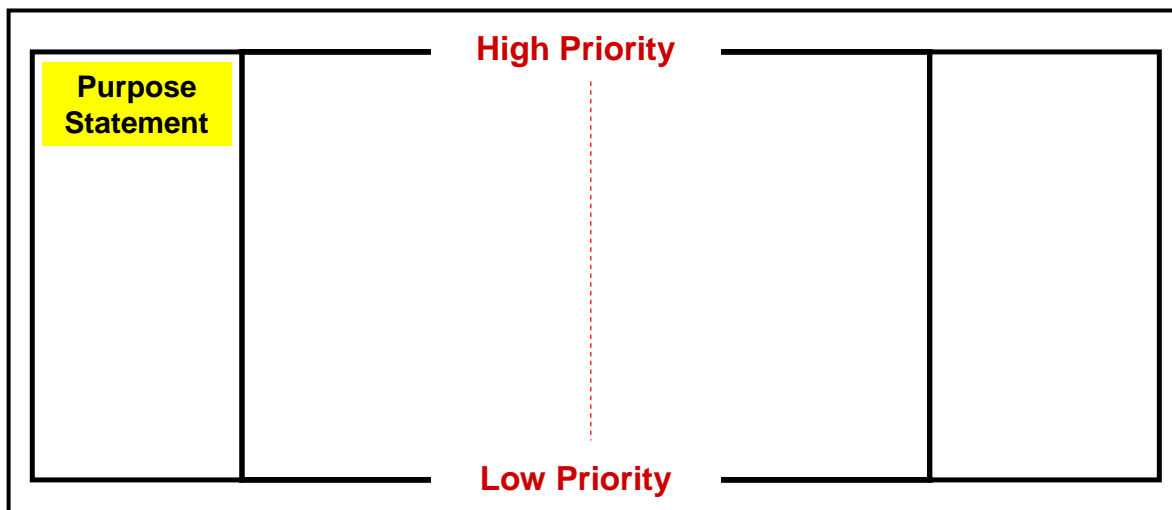
This is a technique for organizing and prioritizing a group of potential actions and strategies from a large list.

When

It is used when the number of possibilities are difficult to uncover the most important ones for action or for the order of action/implementation. This respects the importance of everything on the wall, even those that won't make the first cut and are open to the possibility of managing the amount of work as the group moves forward.

How

- 1. Post a Chart:** Post 2 to 4 Flipchart Sheets or a rectangular Wall Template on the wall or subdivide a Sticky Wall into three sections as shown below. Write the purpose on the upper left.
- 2. Write a Card for Each item:** Make a post-it note/Card for each item that will be considered during the prioritization. Put all of the items on the outside portions of the wall chart.
- 3. Explain the Process:** The key is to examine all the items for their Priority – high or low. Priority reveals the impact on the overall goals, objectives, or purpose for which the options were developed.
- 4. Place Cards:** Start by pulling the first card and while holding it in the center of the chart ask "High or Low?" Follow the directions of the group in placing the card on the wall. Use Left or Right for order among equal priorities. Act as a meter moving your arm high or low, left or right, based on the verbal responses from the group.
- 5. Summarize the Priorities:** Ask the group to summarize what the results tell them. Decide on next steps.



Similar to a High-Low (Best Practices in Facilitation, David Sibbet, the Grove Consultants International, page 103)