TOOL
4C

Activity Prioritization Worksheet

RATIONALE:

The purpose of this worksheet is to help you create a short list of really great activity ideas that you can use to start building your program's work plan around. It will also help you identify any ideas that just don't make sense.

INSTRUCTIONS:

This tool was designed to be used in combination with the Activity Brainstorming Worksheet (Tool 3A). You can still use the tool if you haven't completed any Activity Brainstorming Worksheets, but you'll want to develop a long list of potential activity ideas to work from.

1. Begin by printing out or photocopying a copy of the worksheet on the next page. Alternatively, you can complete the worksheet on your computer.

2. In the column marked "Activities," write down all the activity ideas from your Activity Brainstorming Worksheets.

3. Fill out the rest of the worksheet for each activity, but leave Column 6 (the last column to the right) blank.

4. Next, go back to the top of the list and use Column 6 to rate each activity. Mark it with one, two, or three stars depending on how good you think the idea is. Three stars means it's a really good idea that you want to be sure to include in your program, two stars means it's a pretty good idea that you'll include if you can, and one star is for so-so ideas that you're not that committed to. You can give an activity no stars if you've decided it's a bad idea or an idea best saved for another time when the program is further developed.

5. Once you've worked through every activity, make a short list of the best activities. These are the activities you're going to start building your work plan around.

Activity Idea	This activity supports at least one of my program goals *(yes/not sure/no)*	This activity is something that SEAS youth would learn a lot from and/or find fun and interesting *(yes/not sure/no)*	This activity is either: • Easy to do • Harder to do but totally worth it *(yes/not sure/no)*	This activity would get some community members / local mentors involved (e.g., Elders, local knowledge holders, teachers, visiting researchers) *(yes/not sure/no)*	Based on these criteria, I think this activity is a really good idea *** (really good idea)* *** (pretty good idea)* ** (so-so idea)*

CHOOSE THE BEST ACTIVITIES

After you've had a chance to brainstorm some activity ideas, the next step is to decide which of these activities you want to be sure to include in your program. Remember, you can't always do everything!

If you used the **Activity Brainstorming Worksheet** (Tool 4A) to come up with a list of activity ideas for each program goal, you should start by combining these lists into one big master list. This will allow you to see all of your activity ideas together on one page.

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Next, take some time to do some thinking about which activities are likely to contribute *most* to your program's vision and goals. Use the **Activity Prioritization Worksheet** (Tool 4C) to help you evaluate your ideas and create a short list of your best activity ideas. These are the activities that you will build your work plan around.

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When you're planning your program, try to think of ways to take advantage of seasonal and natural cycles, community events, and the availability of local knowledge holders and organizations. This way, you can make the best possible use of the time and funds you have available, build a program responsive to local learning opportunities, and get community members involved in your program!

Don't expect to make all of the decisions about what to include in your program at once. Some activities are straightforward, while some require more discussion and refinement. Go at your own pace and be sure to work through your ideas in whatever way makes the most sense to you.

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