

Prioritizing Evaluation Questions Worksheet

Directions: List your evaluation questions in the first column. Consider each question in terms of its importance and urgency. Rate the importance of the question from 1 to 5, with 1 being low importance and 5 being high importance. Then do the same for urgency. Prioritize each question based on the following: **high priority** = high importance and urgency; **low priority** = low importance and urgency; **medium priority** = between high and low importance and urgency.

Evaluation Questions	Importance	Urgency

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