

# Activity Prioritization Tool

## Instructions

Rate each of the recommendations identified in the Worksite Wellness Assessment on the following aspects: Importance, cost, time, commitment, and reach. 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

**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

#	Recommendation	Importance	Cost	Time	Commitment	Reach	Points/Ranking	Comments