

PRIORITIES DEVELOPMENT TEMPLATE

Use the following questions to stimulate your thinking about priorities for your business. Simply answer each question with whatever comes first to mind – up to 3 responses each.

PRIORITY QUESTIONS
If you suddenly found 2 extra hours in your daily work schedule, what 3 things would you spend the time on?
1. 2. 3.
If one new person were hired for your office, what top 3 things would you have them work on?
1. 2. 3.
If <u>another</u> additional staff member were hired for your office, what top 3 things would you have them work on?
1. 2. 3.

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If you received \$200,000 to spend on anything your office wanted (other than salaries), how would you spend it?

1.

2.

3.

If your office could drop some programs or services without repercussions, what top 3 things would you drop?

1.

2.

3.

What 3 things do you think "clients" want/need most from you?

1.

2.

3.

What 3 things do you think leadership needs most from you?

1.

2.

3.

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What 3 things do funders want from you?
1. 2. 3.
What are the top 3 priorities of other stakeholders? (Name the stakeholders).
1. 2. 3.
Considering trends in your field, list 3 programs/services/tactics that you would be interested in adding.
1. 2. 3.
Are there any technological tools you would like to add or invest in?
1. 2. 3.

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Summarize

Now review your answers to each of the above questions looking for common themes, issues, needs, or service options. Use coloured highlighters or notations to indicate patterns and see how often any particular item is mentioned.

In the space below, list these recurring items and try giving them a summary name; for example, "New services", "Marketing", etc.