Instructions for Using the Priorities Tool

1. Make as many copies of this tool as you and your workgroup need to complete the task.

2. You could use this tool in two different ways:

   a. You could distribute copies to the members and have them fill it out on their own. Then you could collect the filled-in copies and have someone collate the answers to each item. The workgroup could meet to discuss the results and decide on what the key priorities should be.

   b. You could bring the workgroup together for a meeting to discuss and develop the priorities.

3. When you sit down to decide your priorities, you should have in front of you the results of your data collection and resource assessment as well as any other information you've gathered you will feel will be important to reference.

4. Starting at the top of the tool, in row 1, fill in the most important risk and protective factors to address that have emerged from your data analysis.

5. In row 2, note what you learned from your data and resource assessment about which of these factors are already getting attention in your community.

6. In row 3, write down the priorities you see that still need attention. These are the priorities you are identifying for your program and interventions.

7. In row 4, describe briefly what sort of resources you have to address the priorities you've identified.

8. In row 5, describe what behaviors and factors you believe you could realistically impact or change with your program and interventions. These should be factors you also believe you could measure further down the line.

9. In row 6, describe the actions you anticipate taking to change these factors that you think would have the most impact. These are the actions that make the best use of the resources you have.

10. In row 7, specify who would benefit from your actions. This will be your target population.

11. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

Priorities Tool

Important Behaviors and Determinants to address:	
What's already getting attention and resources?	
What priorities do we think still need attention?	
What can we address with our resources, time and budget?	
What can we change (and measure?)	
What actions can we take that will have the greatest impact?	
Who will benefit from these actions (target population and beyond)?	