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.*

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| Evaluation Questions | *Importance* | *Urgency* |
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