

## Prioritizing Grid Model

*This grid may look cumbersome, but the exercise really works!*

A large part of career planning involves prioritizing and defining your preferences. Here is a method for taking 10 items, and figuring out which one is most important to you, which one is next important etc.

List and Compare								
1 2								
1 3	2 3							
1 4	2 4	3 4						
1 5	2 5	3 5	4 5					
1 6	2 6	3 6	4 6	5 6				
1 7	2 7	3 7	4 7	5 7	6 7			
1 8	2 8	3 8	4 8	5 8	6 8	7 8		
1 9	2 9	3 9	4 9	5 9	6 9	7 9	8 9	
1 10	2 10	3 10	4 10	5 10	6 10	7 10	8 10	9 10

Make a list of the items you are considering and number them. You can list any items from your self-assessment results...interests, skills, occupations, companies you would like to work for.

### **SAMPLE: My Ideal University Living Conditions**


1. Walk to campus
2. Cheap rent
3. Close to grocery store
4. Close to downtown
5. Able to paint the walls green
6. Live with friends
7. Has a garden
8. Place to store my bike

- 9. Decent kitchen
- 10. On a bus route

Look at the first line of the above grid (1 2), and then compare items 1 and 2 on your list. In the given sample, the first pairing would be “walk to campus” and “cheap rent.” This prioritizing model is often effective because where it can be difficult to prioritize 10 items, it's often simpler to select between 2 choices.

Depending on the nature of your list, ask yourself questions to help you choose your preference. Which option is more important to you? Do you enjoy more? Is more meaningful? Is more fulfilling?

Line by line, compare 2 items at a time and circle your preference (print this page out or your monitor may get messy). When you are done, count up the number of times each number was circled. Put these totals beside each of your options and re-order your items **now prioritized**.

ORIGINAL UNORDERED LIST		PRIORITIZED LIST
<ul style="list-style-type: none"> <li>1. Walk to campus (4)</li> <li>2. Cheap rent (9)</li> <li>3. Close to grocery store (6)</li> <li>4. Close to downtown (4)</li> <li>5. Able to paint the walls green (0)</li> <li>6. Live with friends (8)</li> <li>7. Has a garden (7)</li> <li>8. Place to store my bike (2)</li> <li>9. Decent kitchen (1)</li> <li>10. On a bus route (5)</li> </ul>		<ul style="list-style-type: none"> <li>1. Cheap rent (9)</li> <li>2. Live with friends (8)</li> <li>3. Has a garden (7)</li> <li>4. Close to grocery store (6)</li> <li>5. On a bus route (5)</li> <li>6. Walk to campus (4)</li> <li>7. Close to downtown (4)</li> <li>8. Place to store my bike (2)</li> <li>9. Decent kitchen (1)</li> <li>10. Able to paint the walls green (0)</li> </ul>

In the case of a tie (Close to Downtown and Walk to Campus), choose your preference and list that item first on your prioritized list.

*Process adapted from The Beginning Quick Job-Hunting Map by Richard N Bolles and Victoria B. Zenoff*