

Paired Comparison Instructions

Instructions:

- # - Number of Item(s) you are going to compare.
- Item - Tasks/Projects you are going to compare.
- Check - Put a check next to the item you decide is the most important in your comparison.
- Rank - The Item with the most checks is your highest priority.

1. List 5 current projects or tasks in no particular order. *(There is no limit to the number of Items (tasks/projects) you can add).*
2. Perform Paired Comparison. For **example**: compare item 1 to item 2 by asking yourself **“If I can only do one of the items, which one should I do?”** Then put a check next to the item you selected. Then compare items 1 and 3, and ask the same question listed above, and put a check next to the item you would do. Continue the process using the Compare Item listed below.
3. The item (Task/Project) with the most checks is the highest priority. Rank item priority.
4. I recommend you combine personal and professional tasks for maximum priority effectiveness.

Paired Comparison - Example

#	Item	Check	Rank
1	Weekly Planning	√	4
2	Newsletter Project – Task 1	√ √ √ √	1
3	Email Review	√ √	3
4	Review expense report	√ √ √	2
5	Exercise – go to gym		5

Compare Items

- 1-2, 1-3, 1-4, 1-5
- 2-3, 2-4, 2-5
- 3-4, 3-5
- 4-5

Paired Comparison Worksheet

Most people would agree that there aren't enough hours in a day to do all you want to accomplish. You can't change the number of hours in a day, but you can change how you use your time during those valuable hours.

The secret to managing competing priorities lies in defining and organizing your priorities and managing your time more effectively.

Task / Project Comparison

#	Item	Check	Rank
1			
2			
3			
4			
5			

Compare Items

1-2, 1-3, 1-4, 1-5

2-3, 2-4, 2-5

3-4, 3-5

4-5