



BENEFITS OF THIS METHOD

- Identify the most critical tasks that need attention first.
- Encourage meaningful conversations about priorities.
- Create agreement among team members on what to focus on.
- Guide your team in creating a structured timeline for action.



OUTREACH@WESTARETE.COM

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Reflect: Review the contributions from the Journey Map and consider which thoughts or events are particularly relevant to you, your role, and/or your institution.

Write: Write down copies of six stickies - either your original thoughts from the Journey Map, or inspiration from what others wrote.

INSTRUCTIONS



STEP 1

5 MINUTES



DESIGN THINKING METHOD:

PRIORITY GROUPING



When working on a project, it's easy to think everything is equally important and needs immediate attention. True success comes from focusing on what needs to be done right now and setting aside less urgent tasks. This approach involves using a priority grouping template that limits how much you can prioritize at once - in this case, in 6 months increments - encouraging you and your team to carefully consider what to prioritize first. Making trade-offs is part of the process, but it leads to a clear understanding of what matters most, simplifying tough decision-making and preventing overwhelm.

Objective: Independently map out your institution's specific needs, highlighting challenges and opportunities, to begin prioritizing actions that can enhance student success.

INSTRUCTIONS

STEP 2

 5 MINUTES

Prioritize: Choose the most important stickies and prioritize them based on timeline. Remember, if everything is a priority, then nothing is a priority.

Place: Position your chosen stickies in the appropriate priority group.

PRIORITIZE
WITHIN

6

MONTHS

PRIORITIZE
WITHIN

12

MONTHS

PRIORITIZE
WITHIN

2

YEARS