Prioritise Under Pressure — Capture Sheet

For the facilitator — capture the goal, the differences each list showed, and the one shared order, so the decision survives the room.

TEAM	FACILITATOR	DATE

How to use this: fill it in as the activity runs, not after. Box 1 is the goal, in one line, before anyone writes. Box 2 fills as the lists go up — the differences are the point, especially now-lines drawn in different places. Box 3 is the outcome: one shared order, one now-line, an owner and a timeline on every task above the line.

1 · The goal — the live pressure, in one concrete line, before any list is written

2 · The differences that showed — the point of the activity; note where the lists diverged

ON ONE LIST ONLY	DIFFERENT TOP PRIORITY	NOW-LINES IN DIFFERENT PLACES

3 · The one shared order — agreed: one ranked list, one now-line, owners + timelines

	TASK	OWNER · BY WHEN
1		
2		
3		

▲ NOW · LATER ▼

PARKED / POSTPONED (NAMED OUT LOUD)

4 · The reusable habit — the one question to repeat the next time pressure scatters the team

“Are we even looking at the same work? Let’s each write the team’s top 3–5 first.”

Before you leave the room: photograph this sheet and the board, and send them to everyone who took part. An insight that isn’t written down rarely survives the week.

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