



2x2 Prioritization Matrix

TOPIC	TIME [45 MIN]	FACILITATOR'S NOTES
<p>Introduce what the team will be doing and why</p>	<p>5</p>	<p>Share the goals of what you'll be doing as a team, and why. Ensure everyone has the link and can access the 2x2 template.</p> <p>Explain that the team will be going through multiple rounds of sorting through their ideas along different criteria and considerations. Help people understand that this exercise is a way to explore ideas together, see patterns and gaps and prioritize what and how to move forward collectively.</p>
<p>Determine an initial set of criteria for sorting and prioritizing</p>	<p>5</p>	<p>Explore, as a team, what considerations and criteria to use to determine how you might want to sort through the teams ideas. Try to use criteria that are relevant to what your idea is trying to accomplish (e.g., If part of the goal is to generate ideas that can help reduce patient anxiety levels during a clinic visit, be sure to use "anxiety levels" as one of the criteria to map your ideas.</p> <p>To start, agree on a few initial criteria for your team try out. Use these to define the axes of your 2x2 grids. Label them on the template accordingly. Facilitation Tip: if it's obvious what the criteria should be, this step can be done in advance so it is already prepared for the workshop.</p>
<p>Round 1: Sort, share and discuss</p>	<p>20</p>	<p>Facilitation Tip: Before diving in, consider assigning individuals (or groups of 2-3 if the group is larger than 5 people) to specific 2x2s and placing them into the virtual breakout rooms during this step.</p> <p>Now that you have agreed on the criteria for the 2x2s, announce that each group has five minutes to sort their ideas across the grids silently.</p> <p>When time runs out, have the teams come back to the main video conference "room" and read through content and discuss. When sharing, remind each team of how much time they have allotted for the share back or use a visual timer to help keep it to time. Have listeners type their answers to the questions below in the chat box or directly into your Mural template to capture notes in real time:</p> <ul style="list-style-type: none"> • Do we see interesting patterns? Gaps? • Does seeing where these ideas were placed on your 2x2 help you see them differently? • Looking across them all, does this help us begin to see how might want to prioritize ideas? <p>Discuss if there might be an opportunity to play with even more re-sorts along even more relevant criteria?</p>



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Round 2: Re-sort along even more relevant criteria and considerations	10	<p>If the team has agreed that additional re-sorts are needed, work through those now using a second round of criteria identified. Again, assign individuals or small groups to specific 2x2s.</p> <p>Review and discuss as a team.</p>
Reflection and next steps	5	<p>Screenshare the final templates with the group to discuss what key patterns emerged and what that might mean for your project. Determine what next steps can be identified based on your team's biggest priorities.</p>