

The Anderson Ranking Tool provides an organized process to help you determine priorities.

1.) **List each item that you need to compare.**

For example, if you are seeking a solution to a problem, and you have several good options to choose from, it may help to determine which factors are most important in making your final selection.

The tool might look like this:

_____ 3 _____	1. <u>Cost</u> _____	
_____ 1 _____	2. <u>Time</u> _____	① 2
_____ 3 _____	3. <u>Manpower Required</u> _____	① 2 3 ③
_____ 2 _____	4. <u>Impact on Other Systems</u> _____	1 ② ③ ④ 4 4
_____ 1 _____	5. <u>Customer Focus</u> _____	① 2 ③ ④ 5 ⑤ 5 5

Etc.

2.) **Once you've identified the items to compare, use the number groups on the right to track your ranking.**

For example, the numbers next to item #2, "Time", are 1 and 2. Which factor will be more important in making your decision? If it is "Cost", circle the 1. If it is "Time", circle the 2. Then move to item #3, "Manpower Required." Here you will compare #3 against #1 and circle your choice. Then also compare #3 against #2 and circle your choice.

When you have finished these individual comparisons, go through the entire tool and count the number of times you circled #1. Place that total on the line in front of #1. Then count the number of times you circled #2, and place that total in front of #2, and so on. The item with the greatest number of circles is your top priority! The item with the fewest number of circles is your lowest priority. So, in making your final decision, you'll want to strongly consider the option that best addresses your highest priorities.