



## Dot prioritisation

It can be useful to find out what areas of concern are priorities, which criteria are considered the most important, which agenda items are most urgent, or which solutions attract the most favour. This technique offers a rough and ready way of establishing a short list, the more significant, urgent or important items from a given list of items. It is not in itself a decision-making tool - it provides a snapshot of the group's current priorities, which can then be discussed to make a decision (if appropriate) or used to decide the order things are tackled in.

- Write a list of items you want to prioritise amongst. The list should have margins on either side, where the dotting can take place, and any annotations can be made.
- Ensure that everyone understands each item, and that each item is clearly distinct from the others (otherwise people may complain that two slightly different wordings of the same thing have 'split the vote').
- Give each person sticky dots. Each person should have the same number of dots (say 3 - 8 dots each). Sticky dots are very useful when it's important to ensure - and be seen to ensure - that everyone is getting an equal say. If it's not so contentious, then marker pens do just as well.
- Tell people the 'rules' - e.g. that they can put only one dot against any one item, or that they can distribute their dots however they like amongst the items, including putting all of them on one.
- Invite people to make their mark, with dots or pens.
- In full view, asking people to help you count, write up the number of dots which have been placed against each item.
- Ask an open question to start discussion of the results, and agree what the immediate practical implications are (e.g. we will look at this issue first).

Breakfast criteria		
•••••	Cost (should be accessible to all)	10
•••••	Halal / Kosher / vegetarian / vegan options available	7
••	Based on local / seasonal food	3
X	<del>Vegetarian / vegan options</del> NB - merged with Halal / Kosher	X
•••••	How many staff needed to prepare / serve it?	5
••	<del>Can we eat outside?</del> Able to be served outside sometimes	4
•••••	Flexibility of serving times	18
///	Radio 4 / music available	0