

How to Prioritize Tasks with MoSCoW Method

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What is the MoSCoW Technique?

- Technique used to organize tasks
- Uses different levels to look at which tasks needs to be completed first
 - **Priority** (High, Medium, Low) vs. **Critical Level** (Must, Should, Could, Won't)

(Hulshult, & Krehbiel, 2019)

Priority Level

Shows the order that the tasks needs to be completed

1. **High:** Needs to be prioritized due to urgency and completed first
2. **Medium:** Needs to be completed within an approaching deadline
3. **Low:** Flexibility for when task can be completed

Critical Level

1. **High:** Maximum amount of effort and time
2. **Medium:** Great amount of effort and time
3. **Low:** Minimal amount of effort and time

MoSCoW Method

Must Start: Priority level is **high** and critical level is **high**

Should Start: Priority level is **medium** and critical level is **high**

Could Start: Priority level is **medium** and critical level is **medium**

Won't Start: Priority level is **low** and critical level is **low**

Steps to Take

1. List tasks you would like to complete with date
2. Assess the priority level
3. Assess the critical level
4. Estimate time needed to complete the task
5. Assign MoSCoW (Must, Should, Could, Won't) based upon priority and critical level
6. Set start date and potential start time

Using MoSCoW Method

Task and Due Date	Priority (low, medium, high)	Critical (low, medium, high)	Time Estimate	MoSCoW (Must, Should, Could, Won't)	Start Date and Time
Create the content for my Geology 101 presentation next week	medium	medium	6 hours	C	Nov 5 @1 PM
Study for Quiz due tomorrow	high	high	3 hours	M	Today, Nov. 1 @ 2 PM
Finish essay due in two days	medium	high	4 hours	S	Tomorrow, Nov 2 @ 10 AM
Laundry	low	low	3 hours	W	Nov 8, @ 8:30 AM

References

Hulshult, A. R., & Krehbiel, T. C. (2019). Using Eight Agile Practices in an Online Course to Improve Student Learning and Team Project Quality. *Journal of Higher Education Theory and Practice*, 19(3).