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
  o **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

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