

**Purpose:** To help prioritise workload, objectives and outcomes.

**Directions:** Use the following dialogues to check that you have correctly assessed that activities/outcomes/objectives have been given the appropriate MSC assignment.

<b>M</b>	<p>I/We <b>MUST</b> deliver/work on these activities/outcomes/objectives because without delivering on these, no other activities/outcomes/objectives will matter. The consequences of not delivering on these activities/outcomes/objectives are MEGA and therefore I/We must make these a <b>MUST</b>.</p>
<b>S</b>	<p>I/We <b>SHOULD</b> deliver/work on the activities/outcomes/objectives only when I/We have delivered the <b>MUSTs!</b> The consequences of delivery on these <b>SHOULD</b> activities/outcomes/objectives, are not as MEGA as my/our <b>MUST</b> activities/outcomes/objectives, but are then my/our <b>COULD</b> outcomes/objectives. I/We should make every effort to achieve my/our <b>SHOULDs</b>.</p>
<b>C</b>	<p>I/We <b>COULD</b> deliver/work on these activities/outcomes/objectives if I/we have the time, or resources once I/we have achieved my/our <b>MUST</b> and <b>SHOULD</b> commitments</p> <p>It would be good/nice if I/we could deliver/work on these activities/outcomes/objectives.</p>

If you are still not sure if an activity/outcome/objective is an M, S or C, focus on the consequences of not achieving the activity/outcome/objective, then decide.

**TIP: Always KNOW YOUR MUST activities/objectives/outcomes**