## **Task Rating Worksheet**

Compliments of Leighanne Lankford at Training Pros

Message to Subject Matter Experts: Please help me determine which tasks need to be taught to the learners, which need to be job aids, and which need to be available in some other method by ranking each task according to criticality, complexity, and frequency. Place an "x" in the correct column.

	How critical is this task?			How complex is this task?			How frequently does this happen?		
Task Name	High	Medium	Low	High	Medium	Low	Hourly	Daily	Weekly
	-			_			-		
	$\vdash$			-					
					Y				1
	-			-			-		
	$\vdash$			_					1