

The MoSCoW method

As you improve your goal setting habits, you will naturally start to increase the number of things you want to get done. This could take the form of a single project with many features, or could be a list of many unrelated activities. Unfortunately, you have limited amounts of time and money to get all of these things done, which means you will have to make choices about which ones to pursue.

These choices become easier with the MoSCoW method (Clegg, 1994). This is a simple device that allows you to triage which goals you will address, based on how important each one is to you.

The tool even offers you a way to entirely remove goals from your radar. MoSCoW works as follows:



Prioritize the goals you want to accomplish in the table below, using the MoSCoW method.

MUST HAVE	
SHOULD HAVE	
COULD HAVE	
WILL NOT HAVE	