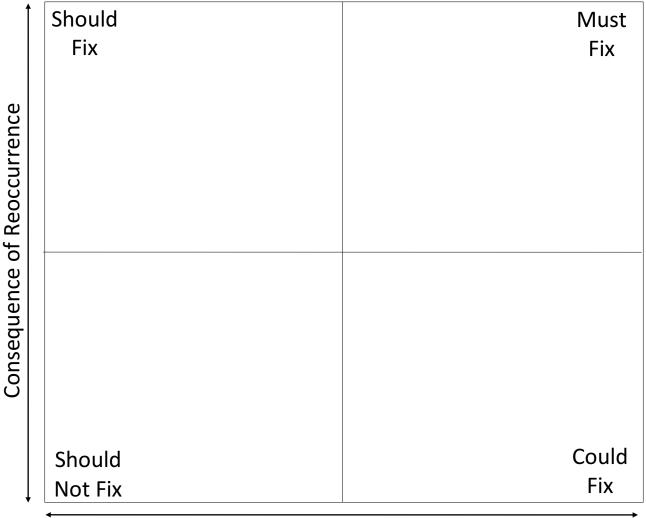Follow these steps to use the matrix displayed below.
1. Spot and list potential issues that could be addressed.
2. Determine the likelihood of each issue reoccurring if not addressed.
3. Determine the consequence of each issue reoccurring.
4. Place each issue in the appropriate quadrant.
5. Discard any issue placed in either the Should Not Fix or Could Fix quadrants.
6. Determine the importance to the organization of any issue placed in the Should Fix quadrant.
7. Unless the Should Fix issue is deemed critically important by the organization, focus all energies on the items in the Must Fix quadrant.

	Should Fix		Must Fix
Consequence of Reoccurrence			
	Should Not Fix		Could Fix

Likelihood of Reoccurrence