HIGH IMPACT

IMPACT

LOW IMPACT

Background: Would you like to be more productive with the time you have? Achieve more with less effort? Delegate time-consuming tasks? Well, you can! Achieve more by identifying tasks in the shaded quadrant, QUICK Wins: LOW Effort, HIGH Impact tasks - and letting go of Hard Slogs: HIGH Effort, LOW Impact tasks.

But first you must identify them! Read below and then create your own matrix to categorize your current tasks.

LOW EFFORT (EASY)

OUICK Wins!

Spend 5 mins brainstorming these every week. Then:

- Do as many as you can (without compromising the bigger picture
- If you can, identify one of these to complete daily!
- What tasks feel or seem HIGH effort, but actually be completed quickly? (e.g. a task you've been avoiding)

HIGH Impact, LOW Effort

LOW Impact, LOW Effort

FILLER Tasks

• First ask if this is low impact task is really necessary?

If yes, use these tasks to:

- Make use of those 15-30 min gaps between meetings!
- Give you a break from bigger tasks
- Give yourself a boost by completing something!
- Keep productive when you're feeling tired or low energy...

HIGH EFFORT (HARD)

Big PROJECTS

This is probably the bulk of your work or main role, so make sure you:

- Block out time to do the work!
- Plan, prepare, & clarify required outputs
- Agree on goals and dates & break down big tasks into smaller chunks - creating smaller, lower effort tasks
- Identify tasks on your list that are interdependent, e.g. need to be finished before you start the next one. Mark these as a priority.

HIGH Impact, HIGH Effort

LOW Impact, HIGH Effort

Hard SLOGS!

- Phew! is this task really necessary?
- Who else might enjoy this task, could do it faster or could you delegate to who would benefit from the experience?
- What OTHER ways are there to approach this task? Get creative!

If you HAVE to do it, find a way to:

- Break it up into smaller, manageable tasks & take regular short breaks!
- Bring some fun to it (e.g. ad music)
- Get super-focused (e.g. work from home)
- · REALLY reward yourself when it's done

EFFORT HIGH Low

What have you learned so far, that you'd like to make note of?











