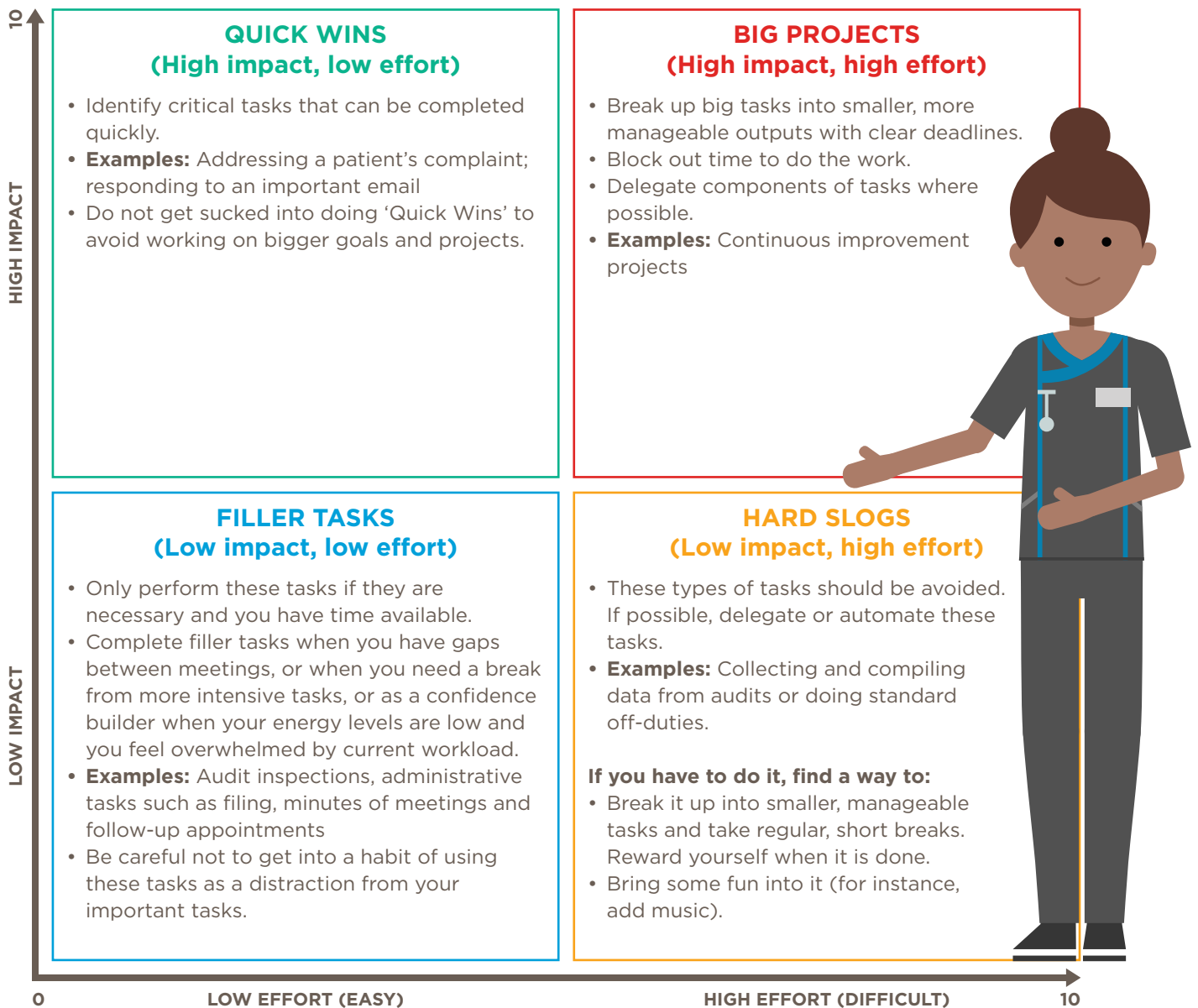


THE ACTION-PRIORITY MATRIX PRODUCTIVITY TOOL

WOULD YOU LIKE TO BE MORE PRODUCTIVE WITH YOUR TIME? WOULD YOU LIKE TO PRIORITISE AND DELEGATE YOUR WORKLOAD MORE EFFECTIVELY? WOULD YOU LIKE TO REDIRECT YOUR TIME AND ENERGY TO WHERE IT CAN BE MOST IMPACTFUL?

Achieve more by identifying **quick wins** which are **low-effort, high-impact** tasks, and let go of **hard slogs** which are **high-effort, low-impact** tasks.

Remember to keep your eye on the bigger picture by identifying **big projects** which are **high-effort, high-impact** tasks.



THREE QUESTIONS TO ASK YOURSELF

1. How would I like to spend my time differently?
2. How would my life be different if I managed my time more effectively?
3. What is my biggest learning from this exercise?

Write down at least one action you can implement right away to keep the action-priority matrix fresh in your mind.



Refer to the action-priority matrix in the line manager toolkit for further information on this tool.

ACTION-PRIORITY TEMPLATE

Achieve more using this simple prioritisation template.

Four simple steps:

1. List all your tasks
2. Rate each task based on impact and effort
3. Plot your tasks on the grid below based on the assigned score
4. Plan your time based on the guidelines provided for each quadrant.



EXPERTISE YOU CAN TRUST.