ACTION PRIORITY MATRIX

This tool allows you to priortize tasks and activities considering both the impact and effort scale required for an item.
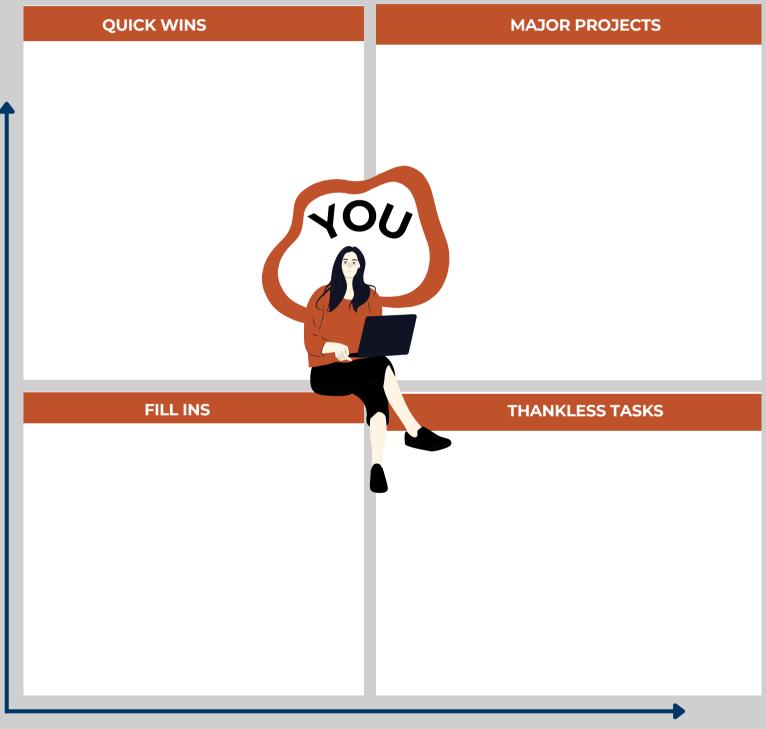
This form can be used in two ways:

- Plan ahead for high-impact work that will advance outcomes or performance
- Record how you spent your time today or in the past week

IMPACT

QUICK WINS

MAJOR PROJECTS

FILL INS

THANKLESS TASKS

EFFORT