

## MATRIX

## THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.

## HIGH IMPACT

FORT	<u>QUICK WINS</u>	<u>MAJOR PROJECTS</u>	HIGH E
LOW EFFORT	<u>FILL-INS</u>	<u>THANKLESS TASKS</u>	HIGH EFFORT
LOW IMPACT			