

Action Priority MATRIX

Consider the effort each task you have identified shall take, and then the positive impact it shall have, and then write your action down in the appropriate quadrant

The diagram is a 2x2 matrix with 'IMPACT' on the vertical axis and 'EFFORT' on the horizontal axis. The vertical axis has 'HIGH' at the top and 'LOW' at the bottom. The horizontal axis has 'LOW' on the left and 'HIGH' on the right. The four quadrants are labeled as follows:

- Top-Left (High Impact, Low Effort):** Quick Wins. Contains five horizontal lines for notes.
- Top-Right (High Impact, High Effort):** Major Projects. Contains five horizontal lines for notes.
- Bottom-Left (Low Impact, Low Effort):** Filler Tasks. Contains five horizontal lines for notes.
- Bottom-Right (Low Impact, High Effort):** Thankless Tasks. Contains five horizontal lines for notes.