Impact Effort Matrix Worksheet

Purpose: Prioritize tasks based on effort vs. impact.

1. List all tasks/projects.
2. Plot them in the matrix.
3. Decide what to focus on first.

My tasks/projects:

High-Impact Low-Effort (Do)	High-Impact High-Effort (Decide)
Low-Impact Low-Effort (Delegate)	**Low-Impact High-Effort (Delete)**

How To Use (Pro Tips)

Avoid the "High-Effort, Low-Impact" Trap:

- Many people over-focus on tasks that feel important but don't move the needle.
- Before committing to work, ask: "Is this truly necessary?"

Prioritize "Quick Wins" and "Strategic Bets":

- **Quick Wins**: Low-effort, high-impact tasks (immediate results).
- **Strategic Bets**: High-effort, high-impact tasks (long-term gains).

Set an "Effort Budget":

- If a task is high-effort, ask, "How can I reduce the effort without sacrificing impact?"
- Can you delegate, automate, or simplify it?

Reverse Engineer Big Goals:

- If something seems high-effort, break it down into smaller, manageable low-effort steps.

Pro Tip:

- Before starting a task, plot it on the Impact-Effort Matrix.
- If something is low-impact AND high-effort, eliminate it immediately.

Questions To Reflect On

Beyond Quantification:

- ➔ How do you define “impact” in qualitative terms—such as emotional, strategic, or long-term benefits—beyond immediate measurable outcomes?
- ➔ Reflect on a task that seemed low-effort yet yielded surprisingly transformative results. What factors contributed to that success?

Uncovering Hidden Opportunities:

- ➔ Are there tasks you initially dismissed as high effort that might be broken down further to reveal a high-impact core?
- ➔ How might personal biases in estimating effort or impact be skewing your prioritization, and what objective data can help recalibrate your judgments?

Strategic Resource Allocation:

- ➔ In what ways can you reassign resources from tasks that are “effort sinks” to those with exponential returns, even if they seem less obvious at first glance?
- ➔ How can you build in flexibility to reassess tasks as conditions evolve, ensuring that your matrix remains dynamic and reflective of real-world shifts?