

Action Priority Worksheet



Explore

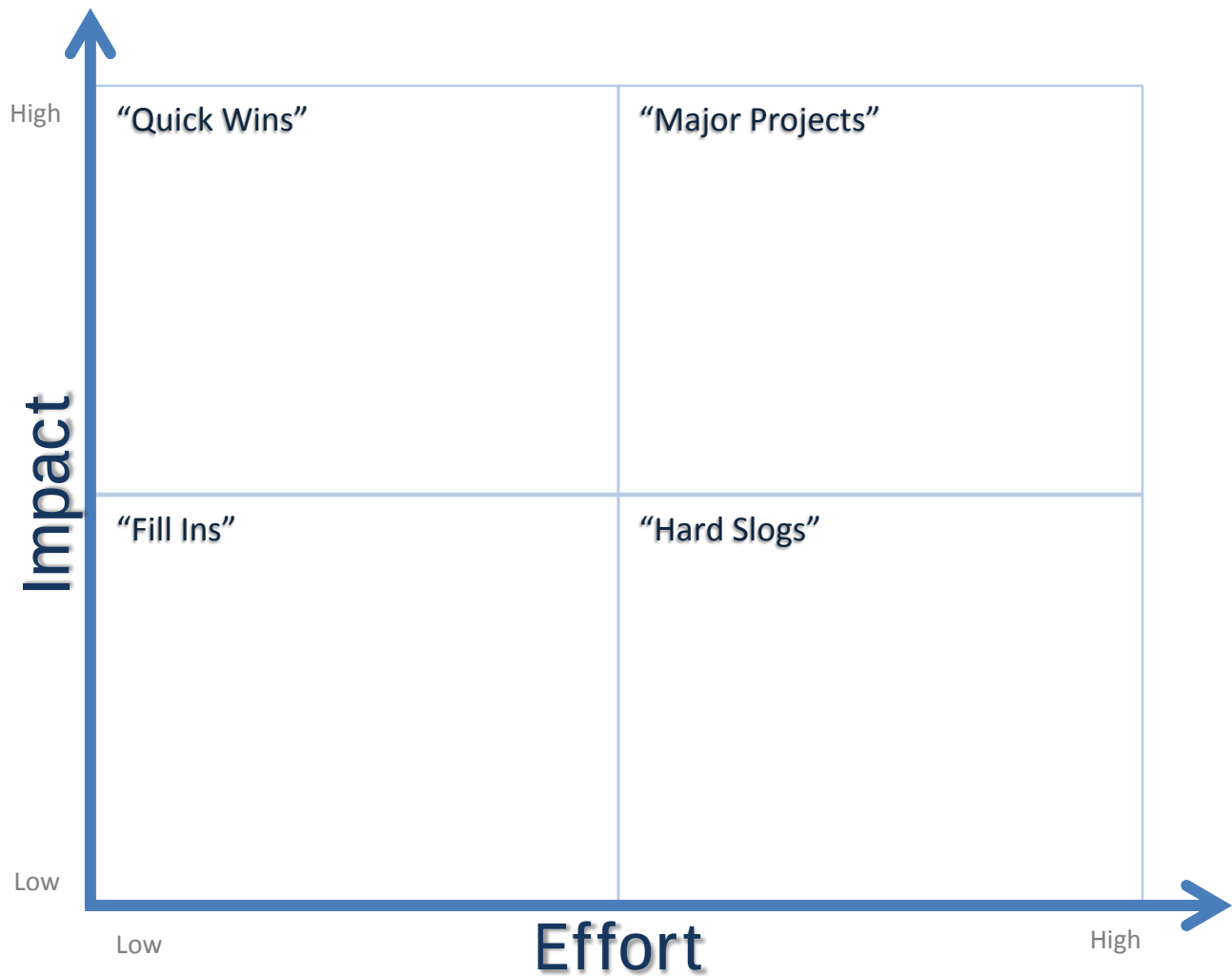


Design



Climb

Title of Effort



- ❖ **Quick Wins** (High Impact, Low Effort): The most attractive projects, a good return for little effort. Focus on these
- ❖ **Major Projects** (High Impact, High Effort): Good returns, lengthy to complete – (*one "Major Project" can crowd out many "Quick Wins"*). Make sure to complete quickly and efficiently and disengage your effort as soon as practical
- ❖ **Fill Ins** (Low Impact, Low Effort): Don't worry too much about these; do in spare time only
- ❖ **Hard Slogs** (Low Impact, High Effort): Avoid these. They give low returns and crowd out time better used elsewhere