

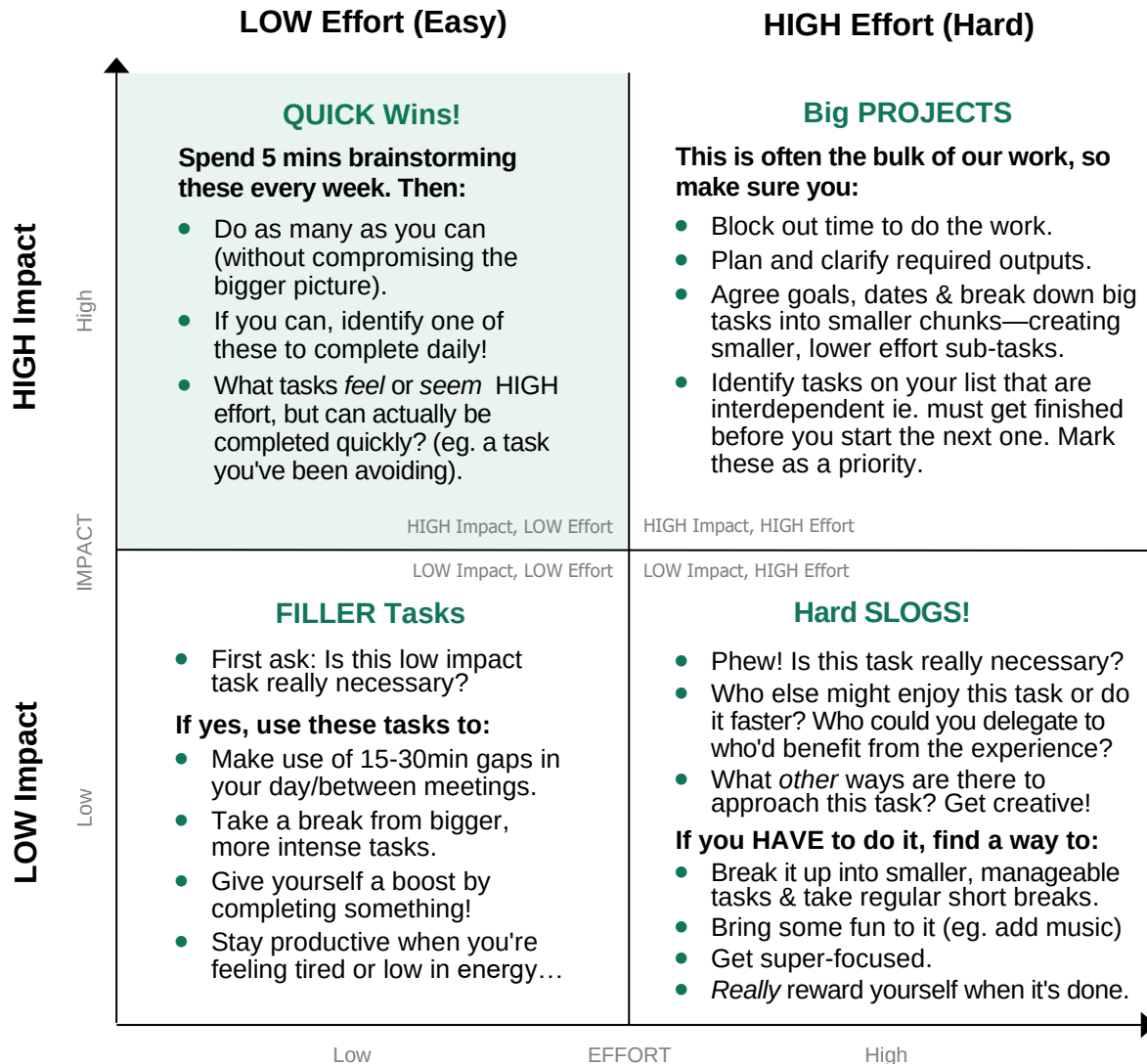
Action/Priority Matrix Tool

Productivity Exercise



BACKGROUND: Would you like to be more productive with the time you have? Achieve more with less effort? Delegate time-consuming tasks? Well, you can! Achieve more by identifying **QUICK Win Tasks** that are LOW Effort yet HIGH Impact (the shaded quadrant), and letting go of **Hard SLOGS**: HIGH Effort, LOW Impact tasks.

But first you must identify them. Review the quadrants below and then use the empty template on page 2 to assess your task-list, boost productivity and get results!



What have you learned so far, that you'd like to make a note of? _____

Now it's time to put YOUR tasks into the relevant categories on the chart overleaf, so you can make use of this productivity technique.

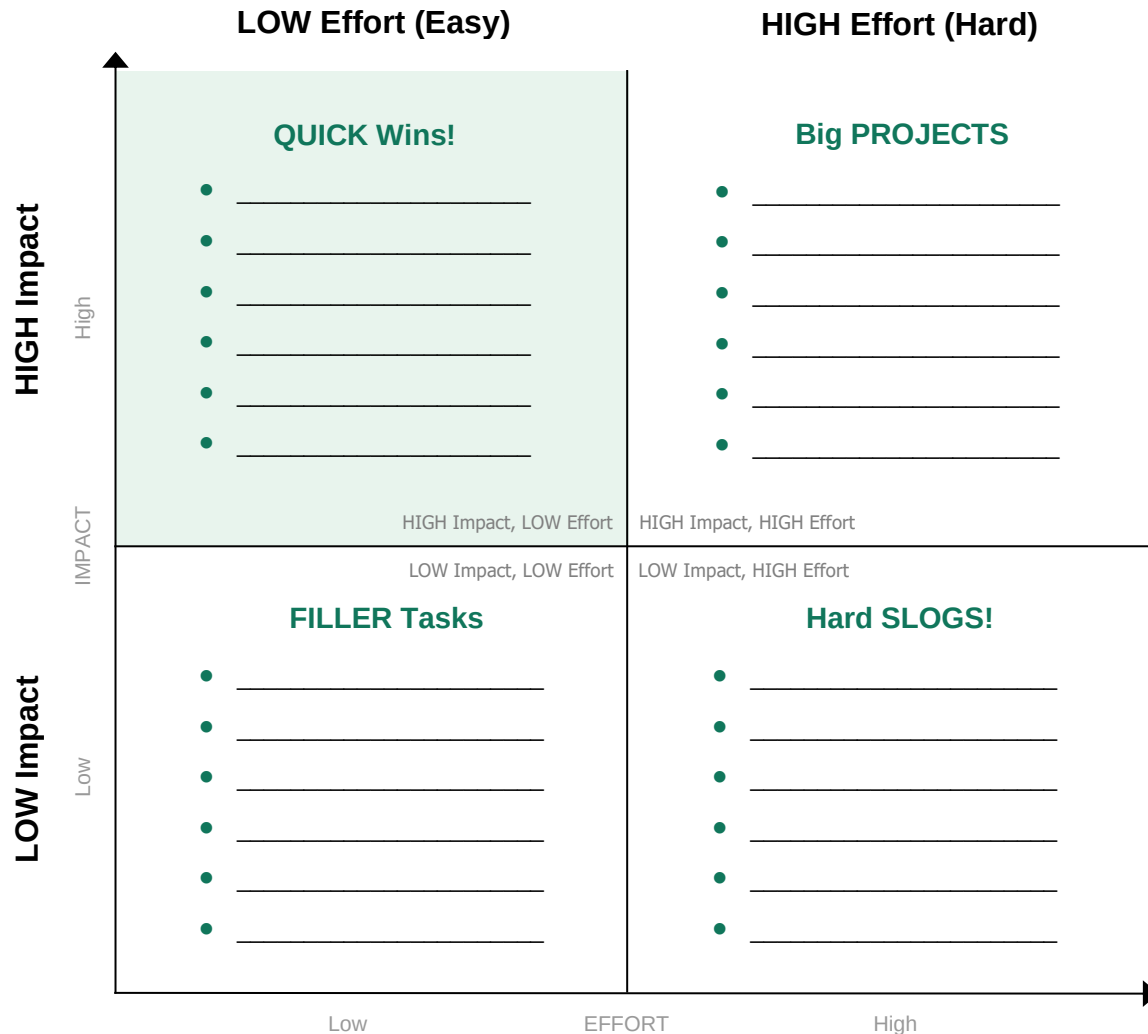
Action/Priority Matrix Tool

Productivity Exercise



INSTRUCTIONS: Many of us spend most of our time on big project tasks. But what quick wins could you focus on or let go of that would maximize your productivity? Use the empty template below to review your task-list and see what you learn.

1. Write down what % of time you currently spend in each quadrant: Where do you spend most of your time?
2. Review your tasks for the week and then assign them to the quadrants below.
3. Highlight any deadlines you absolutely **MUST** get done this week. Which quadrant they are in?



BE MORE PRODUCTIVE: So how would you like to spend your time differently? Consider what actions you could take in the next week to improve your productivity? How can you maximise your *Quick Wins* while also completing your *Big Projects*? What gaps do you have where you could complete necessary *Filler Tasks*? What *Hard Slogs* could you delegate or drop altogether?

The Quick Wins I will focus on are _____

The Hard Slogs I will delegate or drop are _____

Other Action/s I will take are _____

Why not put your completed chart somewhere obvious—so you can refer to it as the week progresses?