Capacity Building Solutions

BUSINESS-COACHING-ACTION-PRIORITY-MATRIX-TOOL

The Action/Priority Matrix

Productivity Exercise

Would you like to be more productive with the time you have? Achieve more with less effort? What about some help through delegating time-consuming tasks? Use this simple matrix to help you prioritize your time better.

THE CONCEPT: Time is best spent in the shaded quadrant – **LOW Effort and HIGH Impact tasks.** Read below and then use the empty template over the page to divide up your own task-list and boost your productivity.

	Low Effort (Easy)	High DEffort (Hard)
HIGH Impact	**Quick Wins!** **Spend 5 mins brainstorming these every week. Then:** • Do as many as you can (without compromising the bigger picture) • If you can, identify one of these to complete daily! • What tasks feel or seem HIGH effort, but can actually be completed quickly? (eg. a task you've been avoiding)	**Big Projects** **This is probably the bulk of your work or main role, so make sure you:** • Block out time to do the work! • Plan, prepare & clarify required outputs • Agree goals, dates & break down big tasks into smaller chunks creating smaller, lower effort tasks • Identify tasks on your list that are interdependent eg. need to be finished before y ou strat , the next nne mark there as a prioity.
LOW Impact	**FILLER Tasks** • First ask if this low impact task is really necessary? **If yes, use these tasks to:** • Make use of those 15-30min gaps between meetings! • Give you a break from bigger tasks • Give yourself a boost by completing something! • Keep productive when you're feeling tired or low energy...	**Hard SLOGS!** • Phew! Is this task really necessary? • Who else might enjoy this task, could do it faster or could you delegate to who would benefit from the experience? • What OTHER ways are there to approach this task? Get creative! **If you HAVE to do it, find a way to:** • Break it up into smaller, manageable tasks & take regular short breaks! • Bring some fun to it (eg. add music) • Get super-focused (eg. work from home • Really reward yorself whan it's done.

What have you learned so far that you would like to make a note of?

© Capacity Building Solutions, Inc.
www.capacity-building.com

The Action/Priority Matrix

Productivity Exercise

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

© Capacity Building Solutions, Inc.
www.capacity-building.com

The Action/Priority Matrix

Productivity Exercise

INSTRUCTIONS: *So, while you may need to spend the majority of your time on big projects or tasks, it's worth spending a few moments to identify your quick wins and maximize productivity. Use this empty template below to divide up your own task-list and see what you learn:*

1. First list out your tasks for the week and then add them into the appropriate quadrants below.

2. Next ask, are there any deadlines you have to meet this week? Is there anything you absolutely MUST get done? Highlight these and see which quadrant they are in.

3. Finally, look at your chart and consider where you spend most of your time. What % of time do you spend in each quadrant? How would you like to spend your time differently? What actions could you implement in the next week?

© Capacity Building Solutions, Inc.
www.capacity-building.com

The Action/Priority Matrix

Productivity Exercise

1st Key Observation/Learning _____ Action 1 _____

2n Key Observation/Learning _____ Action 2 _____

3rd Key Observation/Learning _____ Action 3 _____

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

© Capacity Building Solutions, Inc.
www.capacity-building.com