Development Academy

Action Priority Matrix
INTRODUCTION

The Action Priority Matrix is a far better way of prioritizing tasks than a 'To Do' list which assumes all tasks are equally important.

It guides you to intelligently allocate your time and energy to your highest return activities and avoid low return activities that absorb your time.

It is a simple 4-step process.

01 | List all activities that you want to or need to complete. In effect this is your current to do list.

02 | Score each for both the impact that it will have when it is completed and the effort that it will require.

03 | Plot each of the activities on the matrix.

04 | Prioritize / delegate tasks appropriately.

Impact

QUICK WINS
- ☑ You're unlikely to have many of these.
- ☑ Do as many of these as you can.
- ☑ Often items that are uncomfortable to do and you've been putting off.

KEY PROJECTS
- ☑ You should be spending the bulk of your time on these projects.
- ☑ Block out time to focus on these tasks.
- ☑ If large break down into constituent parts.

FILLER TASKS
- ☑ Need to be made low priory.
- ☑ Can they be delegated or automated?
- ☑ If not, use time between major tasks to complete them.

LONG SLOG
- ☑ Needs to be managed actively.
- ☑ Discuss with your boss. Is it worth the time?
- ☑ If yes, can you delegate or automate the task?

Effort

Action Priority Matrix
WORKING SHEET

Start by listing below all of the tasks that you would like to complete.
Once you have a complete list insert the tasks onto the boxes on the right.
We've used letters so that you don't have to rewrite the tasks.

A |
B |
C |
D |
E |
F |
G |
H |
I |
J |

Impact

QUICK WINS
01 |
02 |
03 |
04 |
05 |
06 |

KEY PROJECTS
01 |
02 |
03 |
04 |
05 |
06 |

FILLER TASKS
01 |
02 |
03 |
04 |
05 |
06 |

LONG SLOG
01 |
02 |
03 |
04 |
05 |
06 |

Effort