Self-Management Priority Matrix

Activity 3

Preparation:

Paper on each table

Process

* Make a complete list of all of your tasks.
* Score your tasks for effort and impact.
  + High Effort or Low effort
  + High Impact or Low Impact
* Place each activity in the matrix according to its effort and impact scores.
* Prioritize your activities:
  + Give quick wins the highest priority.
  + Spend the remaining time on your major projects. You should spend the majority of your time on these tasks.
  + If you have any remaining time, do your fill-in activities. Otherwise, delegate or drop these tasks.
  + Eliminate thankless tasks. Spend absolutely zero time performing these tasks.