USE THE ACTION MATRIX

IN THE MATRIX, PLOT OUT YOUR TASKS AND PROJECTS FOR THE WEEK BY PLACING THEM IN ONE OF THE 4 QUADRANTS BELOW. THIS IS A GREAT WAY TO VISUALIZE WHAT YOU WANT TO ACHIEVE, AND MAKE THE RIGHT TRADEOFFS TO BEST ALLOCATE YOUR TIME.

HIGH IMPACT QUICK WINS MAJOR PROJECTS **HIGH EFFORT LOW EFFORT BUSY WORK THANKLESS TASKS LOWER IMPACT**