

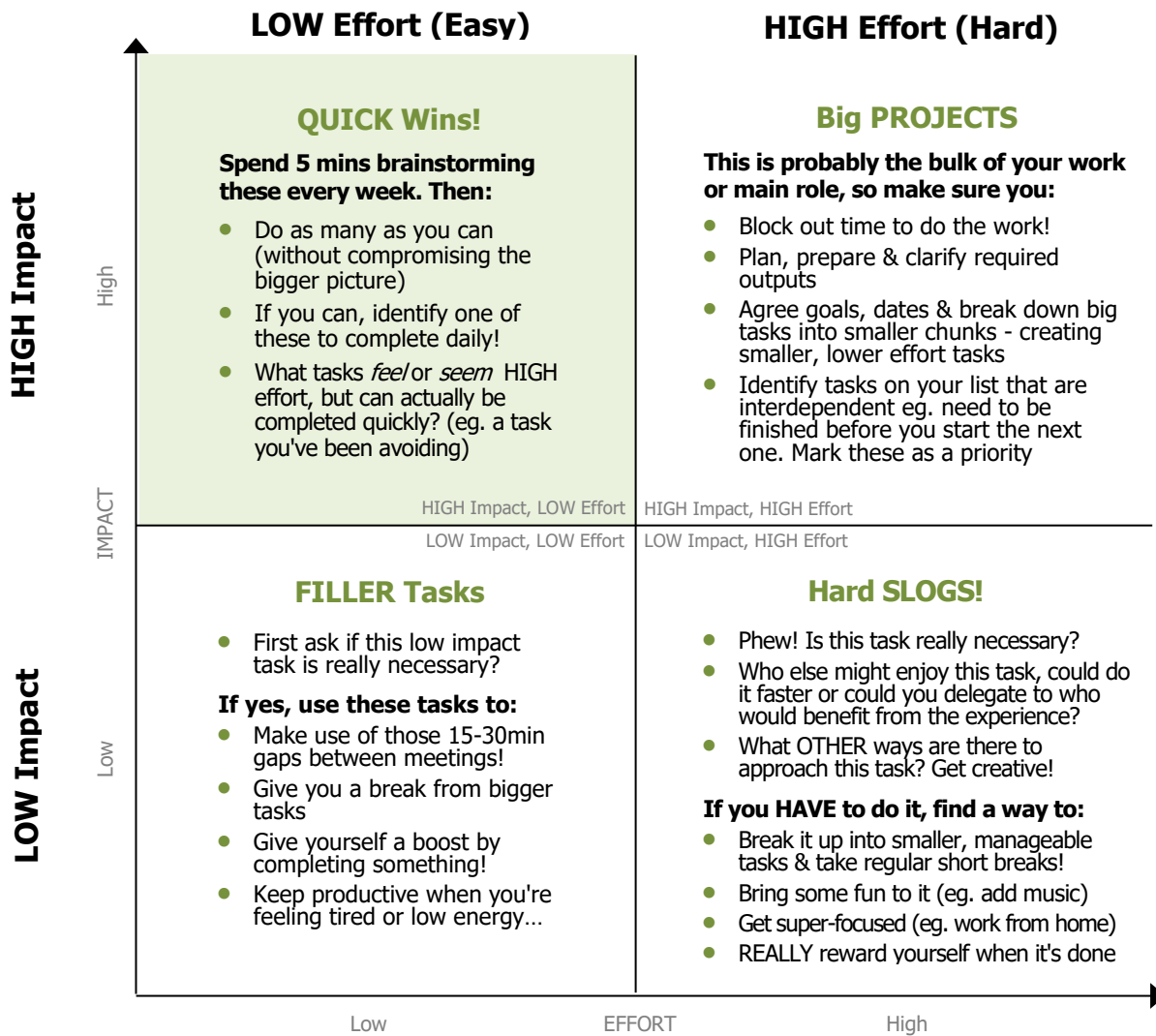


Action/Priority Matrix Tool

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 tasks in the shaded quadrant, **QUICK Wins: LOW Effort, HIGH Impact tasks** - and letting go of **Hard Slogs: HIGH Effort, LOW Impact tasks**.

But first you must identify them! Read below and then use the empty template over the page to divide up your own task-list and get boosting your productivity!



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



Action/Priority Matrix Tool

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 productivity technique.*

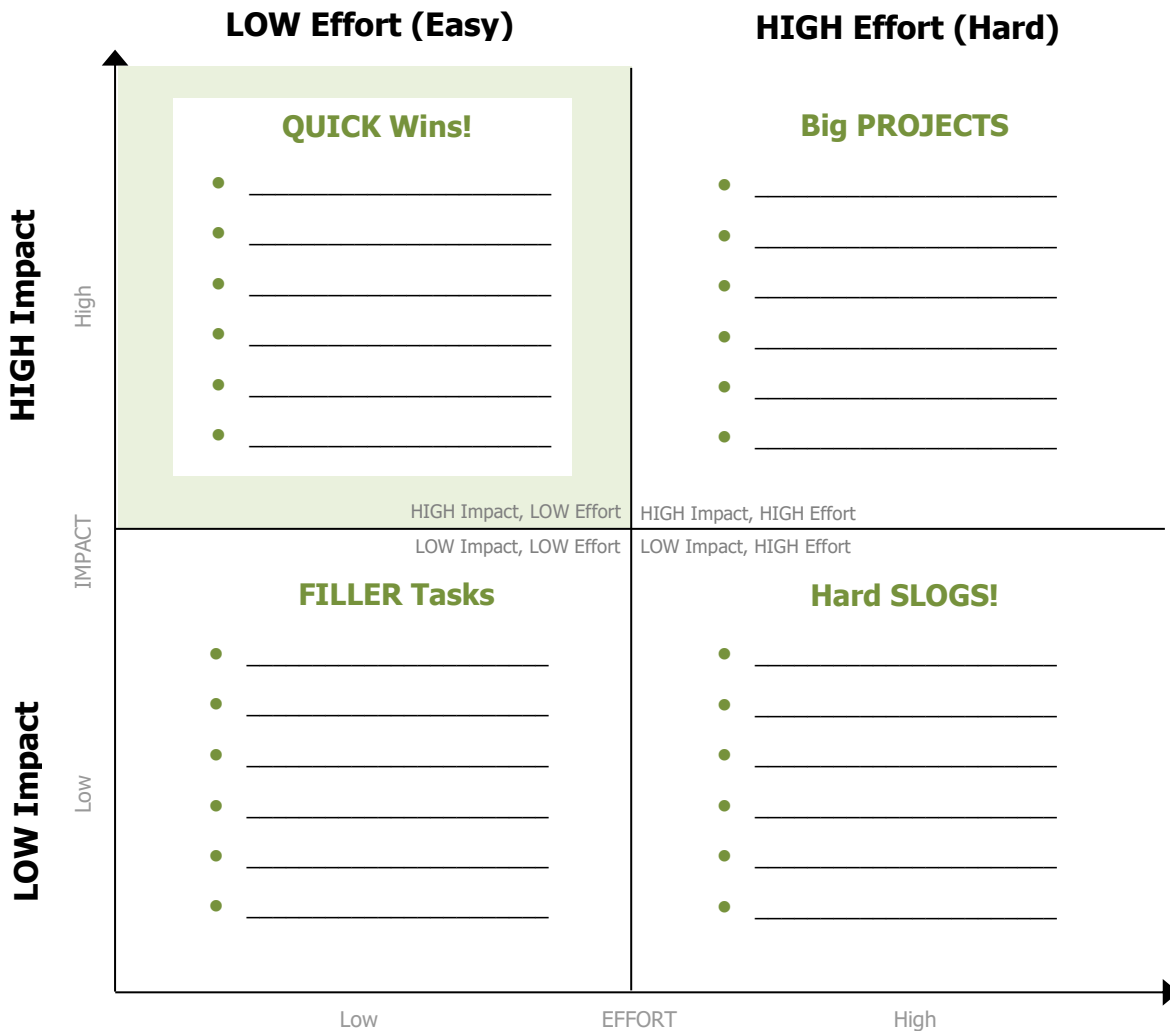


Action/Priority Matrix Tool

Productivity Exercise

INSTRUCTIONS: Many of us spend most of our time on big project tasks. But what could you focus on and 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 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: How would you like to spend your time differently?

What actions could you implement 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?



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Productivity Exercise

The Quick Wins I will focus on: _____

The Hard Slogs I will delegate or drop: _____

Other Action/s I will take: _____

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