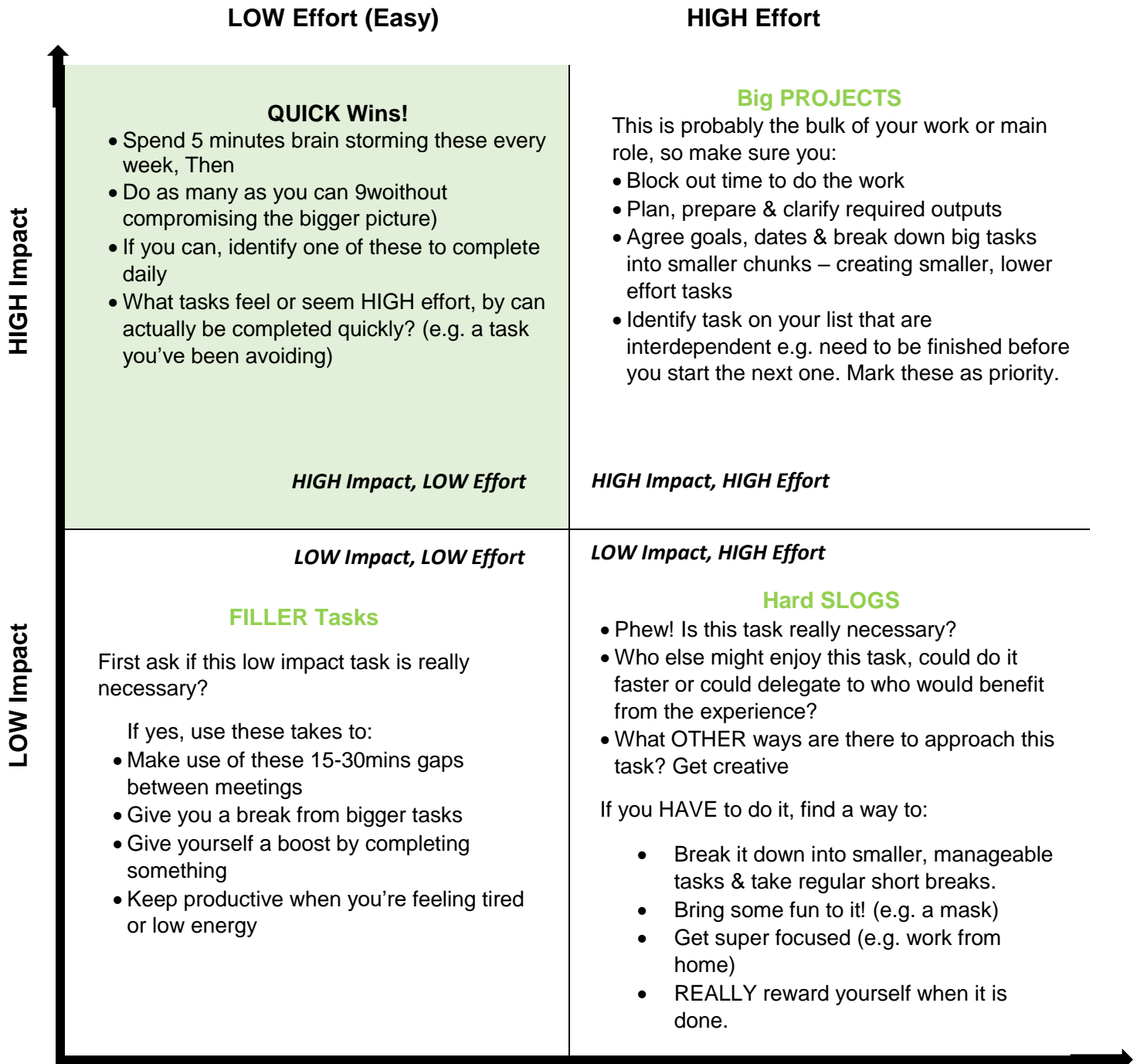


The Activity / Priority Matrix

Productivity Exercise

BACKGROUND - Would you like to be more productive with the time you have? Achieve more with less effort? Delegate the consuming tasks? Well, you can! Achieve more by identifying tasks in the shaded quadrant QUICK wins, LOW effort, HIGH impact and let go of Hard Slogs: HIGH effort, LOW impact tasks,

But first you must identify them! Read below and then use the empty template 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?

.....

.....

Now it is time to put YOUR tasks into the relevant categories on the chart overleaf – so you can really make use of this new productivity technique

The Activity / Priority Matrix

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 maximise 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 the assign them to the quadrant below
3. Highlight any deadlines you absolutely MUST get done this week. What quadrant are they 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?

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