

## Resilience Worksheet: Impact Vs Effort

Using an **Impact vs Effort Matrix** is a powerful way to prioritise tasks, align team focus, and make strategic decisions efficiently.

### 1. Context

The purpose of the matrix:

- **Impact:** How much value or benefit the task brings.
- **Effort:** How much time, resources, or complexity is involved.

### 2. Gather Tasks

List current or upcoming tasks, projects, or ideas.

### 3. Place Tasks on the Matrix

Discuss each task and decide where it fits:

- **High Impact, Low Effort** → Prioritize immediately (Quick Wins)
- **High Impact, High Effort** → Plan strategically (Major Projects)
- **Low Impact, Low Effort** → Do if time allows (Minor Tasks)
- **Low Impact, High Effort** → Consider dropping or rethinking (Time Sinks)

### 4. Prioritise Actions

Use the matrix to decide:

- What to **do now**
- What to **schedule or plan**
- What to **delegate or simplify**
- What to **drop or defer**

### 5. Review Regularly

Revisit the matrix to:

- Track progress
- Reassess priorities
- Add new tasks



### Tips for Success

- Keep it **visual**: Use the matrix image or worksheet to guide the conversation.

- Be **collaborative**: Let everyone contribute to task placement.
- Stay **focused**: Avoid overloading the matrix—stick to key tasks.

