

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.

