# THE ACTION-PRIORITY MATRIX PRODUCTIVITY TOOL

WOULD YOU LIKE TO BE MORE PRODUCTIVE WITH YOUR TIME? WOULD YOU LIKE TO PRIORITISE AND DELEGATE YOUR WORKLOAD MORE EFFECTIVELY? WOULD YOU LIKE TO REDIRECT YOUR TIME AND ENERGY TO WHERE IT CAN BE MOST IMPACTFUL?

Achieve more by identifying **quick wins** which are **low-effort, high-impact** tasks, and let go of **hard slogs** which are **high-effort, low-impact** tasks.

Remember to keep your eye on the bigger picture by identifying big projects which are high-effort, high-impact tasks.

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**HIGH IMPACT** 

LOW IMPACT

QUICK WINS (High impact, low effort)

- Identify critical tasks that can be completed quickly.
- **Examples:** Addressing a patient's complaint; responding to an important email
- Do not get sucked into doing 'Quick Wins' to avoid working on bigger goals and projects.

## BIG PROJECTS (High impact, high effort)

- Break up big tasks into smaller, more manageable outputs with clear deadlines.
- Block out time to do the work.
- Delegate components of tasks where possible.
- **Examples:** Continuous improvement projects



FILLER TASKS
(Low impact, low effort)

- Only perform these tasks if they are necessary and you have time available.
- Complete filler tasks when you have gaps between meetings, or when you need a break from more intensive tasks, or as a confidence builder when your energy levels are low and you feel overwhelmed by current workload.
- **Examples:** Audit inspections, administrative tasks such as filing, minutes of meetings and follow-up appointments
- Be careful not to get into a habit of using these tasks as a distraction from your important tasks.

### HARD SLOGS (Low impact, high effort)

- These types of tasks should be avoided.
   If possible, delegate or automate these tasks.
- Examples: Collecting and compiling data from audits or doing standard off-duties.

#### If you have to do it, find a way to:

- Break it up into smaller, manageable tasks and take regular, short breaks.
   Reward yourself when it is done.
- Bring some fun into it (for instance, add music).

LOW EFFORT (EASY)

HIGH EFFORT (DIFFICULT)

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THREE QUESTIONS TO ASK YOURSELF

- 1. How would I like to spend my time differently?
- 2. How would my life be different if I managed my time more effectively?
- 3. What is my biggest learning from this exercise?

Write down at least one action you can implement right away to keep the action-priority matrix fresh in your mind.



### **ACTION-PRIORITY TEMPLATE**

Achieve more using this simple prioritisation template.

Four simple steps:

- 1. List all your tasks
- 2. Rate each task based on impact and effort
- 3. Plot your tasks on the grid below based on the assigned score
- 4. Plan your time based on the guidelines provided for each quadrant.

