Successfully Coaching Impact/Effort Matrix

HIGH



PROJECT LIST

List all potential tasks, projects, or initiatives relevant to your goals into the appropriate quadrant. Regularly review and update the matrix to adapt to changing circumstances and priorities.

Quick Wins - Tasks or initiatives that have significant positive outcomes but require minimal time and resources to accomplish.

Major Projects - Initiatives that promise substantial benefits but demand significant investment in terms of time, resources, and effort to execute.

IMPACT

Fill-Ins - Tasks that have little impact on overall goals but are easy and quick to complete, suitable for filling gaps or addressing minor issues.

Thankless Tasks - Activities that demand considerable effort but yield minimal impact or value, often best to avoid or delegate if possible.

LOW