Impact and effort matrix

Name or team:

Date:

Impact means:

Effort means:

Agree what you want to improve and how you will estimate the work. Put ideas higher up if they will help more and further right if they will take more work.

	Low effort	High effort
High impact	**High impact, low effort** Start here when the benefit is clear and the work is small.	**High impact, high effort** Choose the projects worth making time for and agree who will lead them.
Low impact	**Low impact, low effort** Fit these in when you have time, especially if they make another job easier.	**Low impact, high effort** Set these aside or ask whether a smaller version would help enough.

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