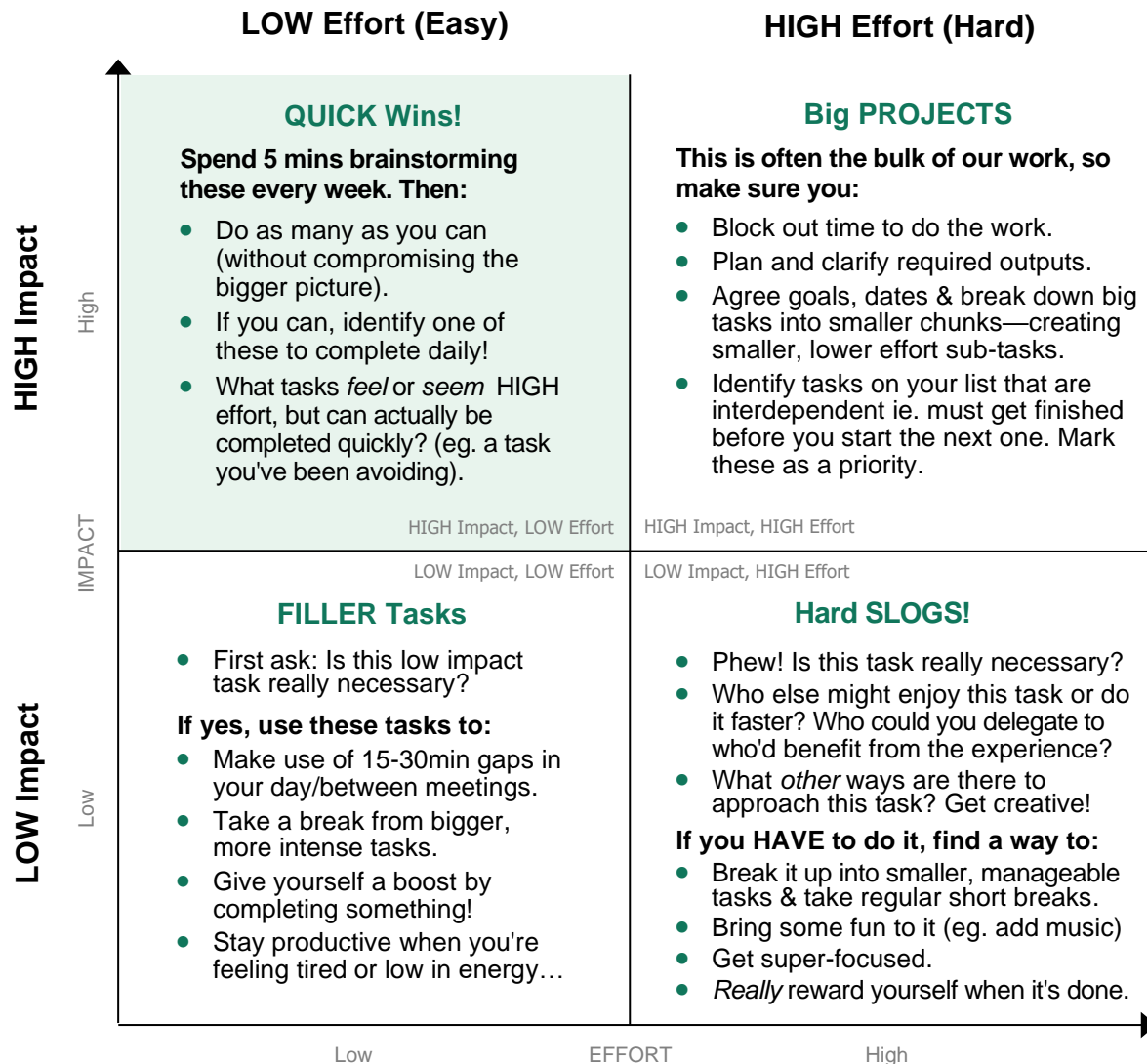BACKGROUND: Would you like to be more productive with the time you have? Achieve more with less effort? Delegate time-consuming tasks? Well, you can! Achieve more by identifying **QUICK Win Tasks** that are LOW Effort yet HIGH Impact (the shaded quadrant), and letting go of **Hard SLOGS**: HIGH Effort, LOW Impact tasks.

But first you must identify them. Review the quadrants below and then use the empty template on page 2 to assess your task-list, boost productivity and get results!

LOW Effort (Easy)   HIGH Effort (Hard)

HIGH Impact

High

QUICK Wins!

Spend 5 mins brainstorming these every week. Then:

- Do as many as you can (without compromising the bigger picture).
- If you can, identify one of these to complete daily!
- What tasks *feel* or *seem* HIGH effort, but can actually be completed quickly? (eg. a task you've been avoiding).

HIGH Impact, LOW Effort

Big PROJECTS

This is often the bulk of our work, so make sure you:

- Block out time to do the work.
- Plan and clarify required outputs.
- Agree goals, dates & break down big tasks into smaller chunks—creating smaller, lower effort sub-tasks.
- Identify tasks on your list that are interdependent ie. must get finished before you start the next one. Mark these as a priority.

HIGH Impact, HIGH Effort

IMPACT

LOW Impact, LOW Effort   LOW Impact, HIGH Effort

LOW Impact

Low

FILLER Tasks

- First ask: Is this low impact task really necessary?

If yes, use these tasks to:

- Make use of 15-30min gaps in your day/between meetings.
- Take a break from bigger, more intense tasks.
- Give yourself a boost by completing something!
- Stay productive when you're feeling tired or low in energy…

Hard SLOGS!

- Phew! Is this task really necessary?
- Who else might enjoy this task or do it faster? Who could you delegate to who'd benefit from the experience?
- What *other* ways are there to approach this task? Get creative!

If you HAVE to do it, find a way to:

- Break it up into smaller, manageable tasks & take regular short breaks.
- Bring some fun to it (eg. add music)
- Get super-focused.
- *Really* reward yourself when it's done.

Low   EFFORT   High

What have you learned so far, that you'd like to make a note of? _____

_____

_____

Now it's time to put YOUR tasks into the relevant categories on the chart overleaf,
so you can make use of this productivity technique.

INSTRUCTIONS: Many of us spend most of our time on big project tasks. But what quick wins could you focus on or let go of that would maximize your productivity? Use the empty template below to review your task-list and see what you learn.

1. Write down what % of time you currently spend in each quadrant: Where do you spend most of your time?
2. Review your tasks for the week and then assign them to the quadrants below.
3. Highlight any deadlines you absolutely MUST get done this week. Which quadrant they are in?

LOW Effort (Easy)	HIGH Effort (Hard)
QUICK Wins!	**Big PROJECTS**

HIGH Impact — High

- _____
- _____
- _____
- _____
- _____
- _____

HIGH Impact, LOW Effort | HIGH Impact, HIGH Effort

IMPACT

LOW Impact, LOW Effort | LOW Impact, HIGH Effort

FILLER Tasks | **Hard SLOGS!**

LOW Impact — Low

- _____
- _____
- _____
- _____
- _____
- _____

Low — EFFORT — High

BE MORE PRODUCTIVE: So how would you like to spend your time differently? Consider what actions you could take in the next week to improve your productivity? How can you maximise your *Quick Wins* while also completing your *Big Projects*? What gaps do you have where you could complete necessary *Filler Tasks*? What *Hard Slogs* could you delegate or drop altogether?

The Quick Wins I will focus on are _____

The Hard Slogs I will delegate or drop are _____

Other Action/s I will take are _____

Why not put your completed chart somewhere obvious—so you can refer to it as the week progresses?