

Worksprings Prioritization Matrix

1. List your primary projects.
2. Place each task into one of the three categories.
3. Focus on completing High Impact projects first, schedule time for Medium Impact projects, delegate Low Impact or Routine projects.
4. When the High Impact project list is completed, repeat the process.

Primary Projects

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

HIGH IMPACT / URGENT AND IMPORTANT

MEDIUM IMPACT / IMPORTANT BUT NOT URGENT

LOW IMPACT / ROUTINE