



IMPACT VS EFFORT

This matrix helps you to balance the impact of actions with the effort they will take to achieve and prioritise some of the actions which will make a big difference, but won't take too much effort.

Fill-ins Things to do when you have spare time or resources. Don't do Let these things go to make way for other options.	Plan ahead
Things to do when you have spare Let these things go to make way for	you need to dedicate more time and resources to. Schedule time for these
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