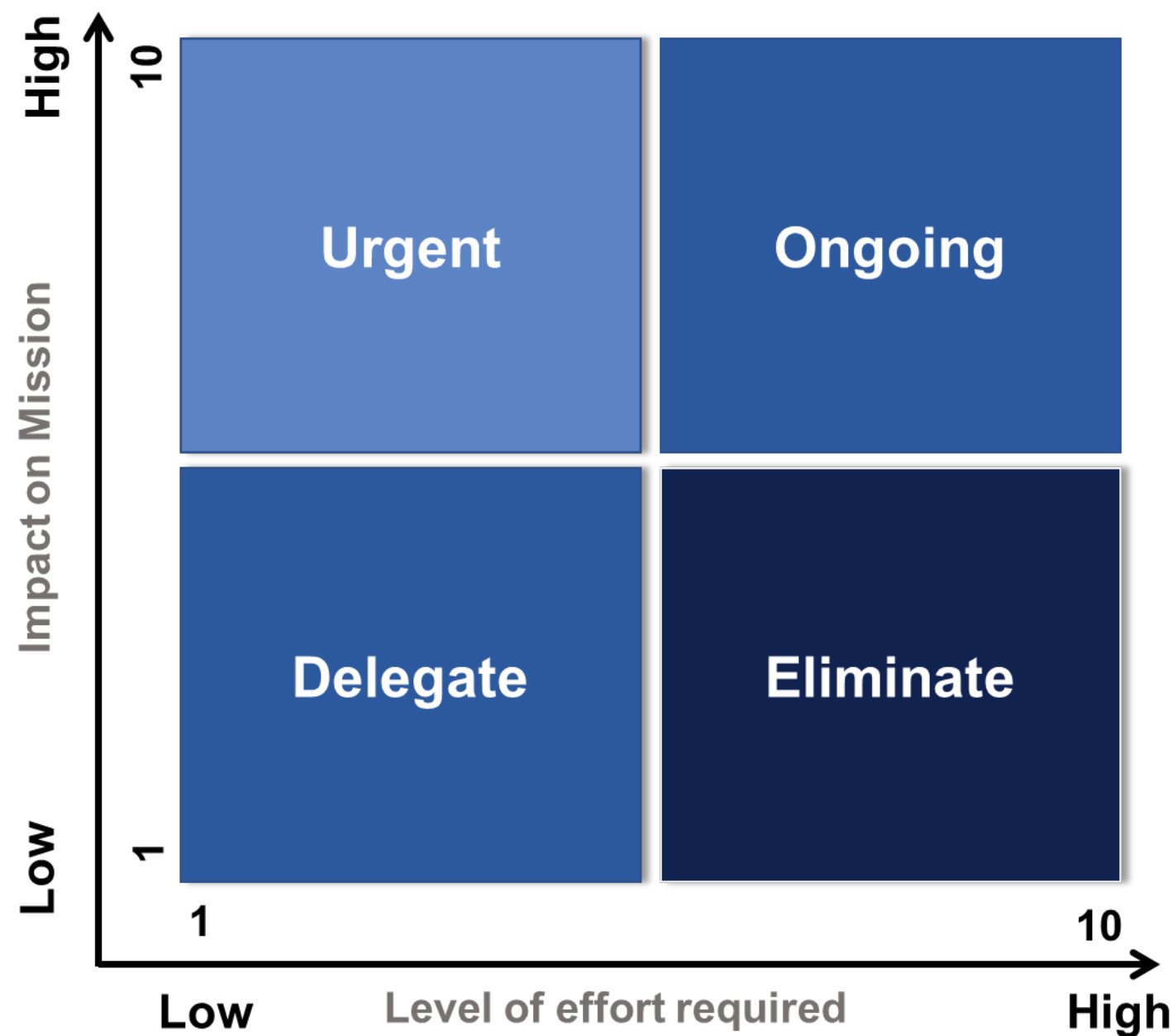


PRIORITY MATRIX



1. Make a list of all current and projected projects and programs for the current FT.
2. Rate each 1 – 10 (1 being the lowest and 10 the highest) in terms of impact on the mission.
3. Rate each 1 – 10 (1 being the lowest and 10 the highest) in terms of the effort they will require.
4. Identify which quadrant each task belongs in.
5. Organize the lists in each quadrant in terms of priority.

Quadrant 1: Urgent

(High impact, Low effort)

Type of project: Items in this quadrant are both critical and urgent to complete and have a large impact on meeting a strategic objective.

Approach: Do these tasks first.

Quadrant 2: Ongoing

(High impact, High effort)

Type of project: Items in this quadrant are high-value programs and projects without clear, firm deadlines.

Approach: Schedule blocks of time to address these specific items, and give yourself deadlines to ensure the project does not stagnate.

Quadrant 3: Delegate

(Low impact, Low effort)

Type of project: Items in this quadrant are less important programs and projects with loose deadlines.

Approach: Delegate these projects as a developmental opportunity.

Quadrant 4: Eliminate

(Low impact, High effort)

Type of project: Items in this quadrant are time-consuming projects with little impact on business ROI.

Approach: Eliminate these projects or make them your lowest priority.