



PIXEL LEADERSHIP GROUP



MANAGER'S CHEAT SHEET

Impact / Effort Matrix Tool



Pixel Leadership Group, LLC is a leadership and organization development consulting firm composed of psychologists, business leaders, and social scientists who enjoy applying their collective expertise to help maximize leaders' potential, create inspired and innovative teams, and build people-centric organizational cultures. We use our deep understanding of behavioral and assessment science to develop customized solutions to help our clients achieve their unique goals.

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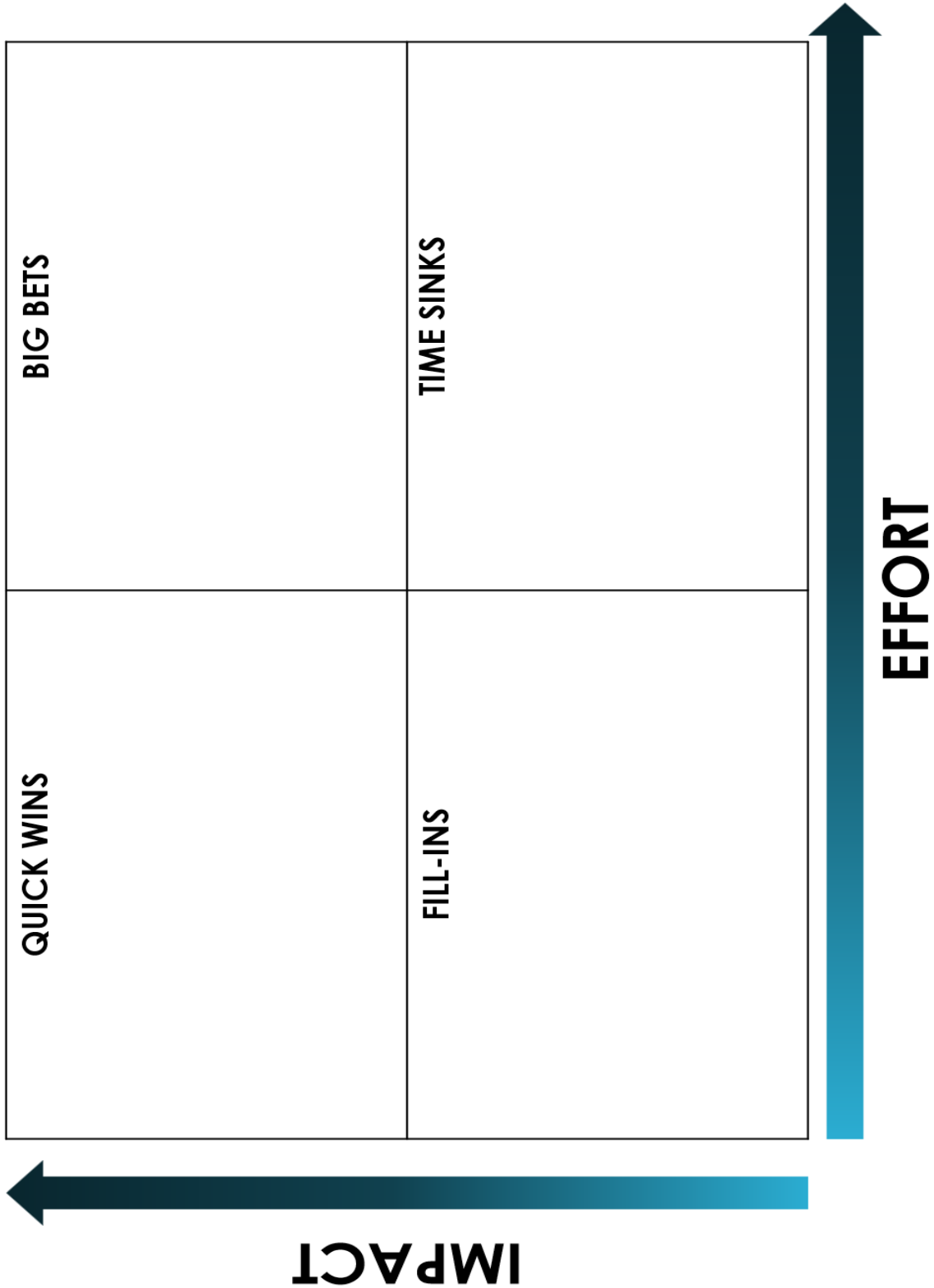
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USE THE IMPACT/EFFORT MATRIX TO CREATE CLARITY AND SAY NO

This activity helps you to create clarity with your Direct Reports about what their priorities are, where they should spend their time, what they should stop doing, where you need to intervene to reduce the work, and where they may be wasting time on low-impact projects.

Ask your Direct Report to generate a list of all that they are responsible for / doing on a regular basis. Then you can ask them to sort the projects / tasks into these categories first or you can work together to sort them. Use the explanations below to think about the work that falls into each quadrant.

It can be powerful to ask them to designate a percentage of their time that is devoted to each project / task or even just each of the four quadrants. Ideally, they should be spending more than 60% of their time on High Impact work (i.e., the top half of the matrix). Be clear about what their priorities are. If you can be in the same physical location, ask them to write each project / task on a sticky note and use a whiteboard for the matrix.

Consider repeating this on a monthly or quarterly basis.

- **High impact/low effort:** These are “no-brainers” – the goal is to have as many of these as possible so that you are making an impact and achieving goals with very little effort. They should be a priority.
- **High impact/high effort:** The number of projects that fall in this category should be limited. You must help your employees find the protected time necessary to focus on the most important projects here.
- **Low impact/low effort:** These are fill-in tasks such as emails that should be “filled-in” around the high impact work. Look for opportunities to reduce these tasks as much as possible. Consider if they can be eliminated, streamlined, or automated.
- **Low impact/high effort:** Anything that falls into this section of the matrix should be eliminated unless it is an absolute necessity. These use a lot of energy while providing very little return. If something here is necessary, then you should look for ways to reduce the effort by investing in technology, automating, or streamlining processes where possible.

Want to be a better manager? Want a high-performing team? Want thriving employees?
We can help!

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