

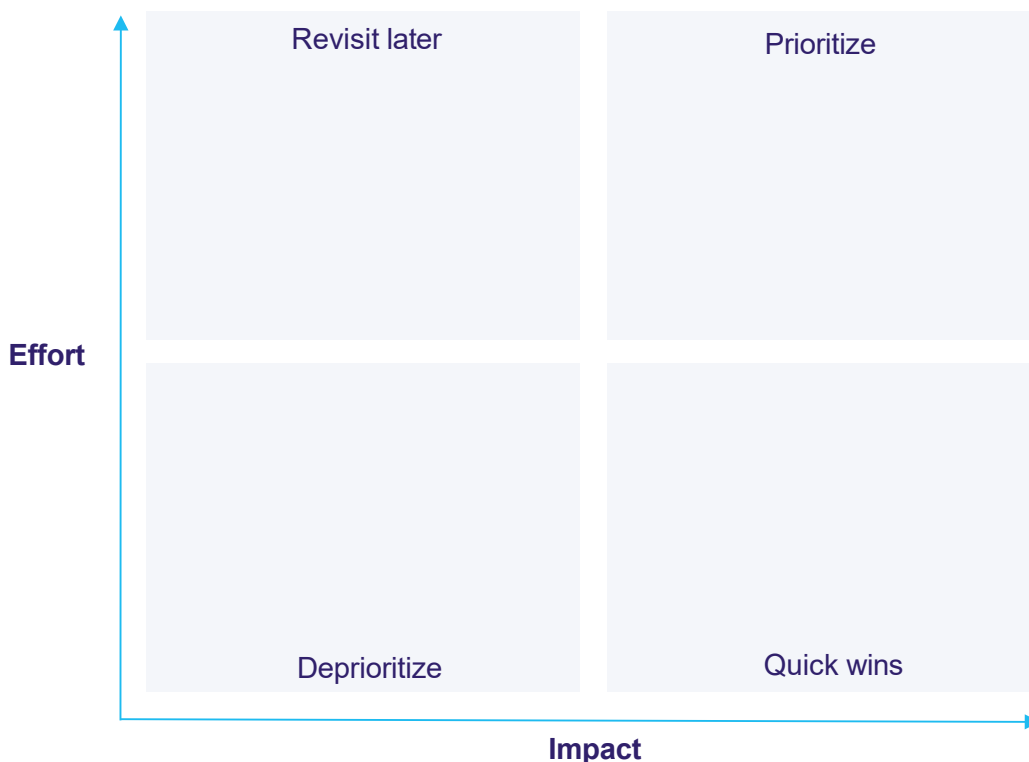
Prioritization Matrix Template

Instructions

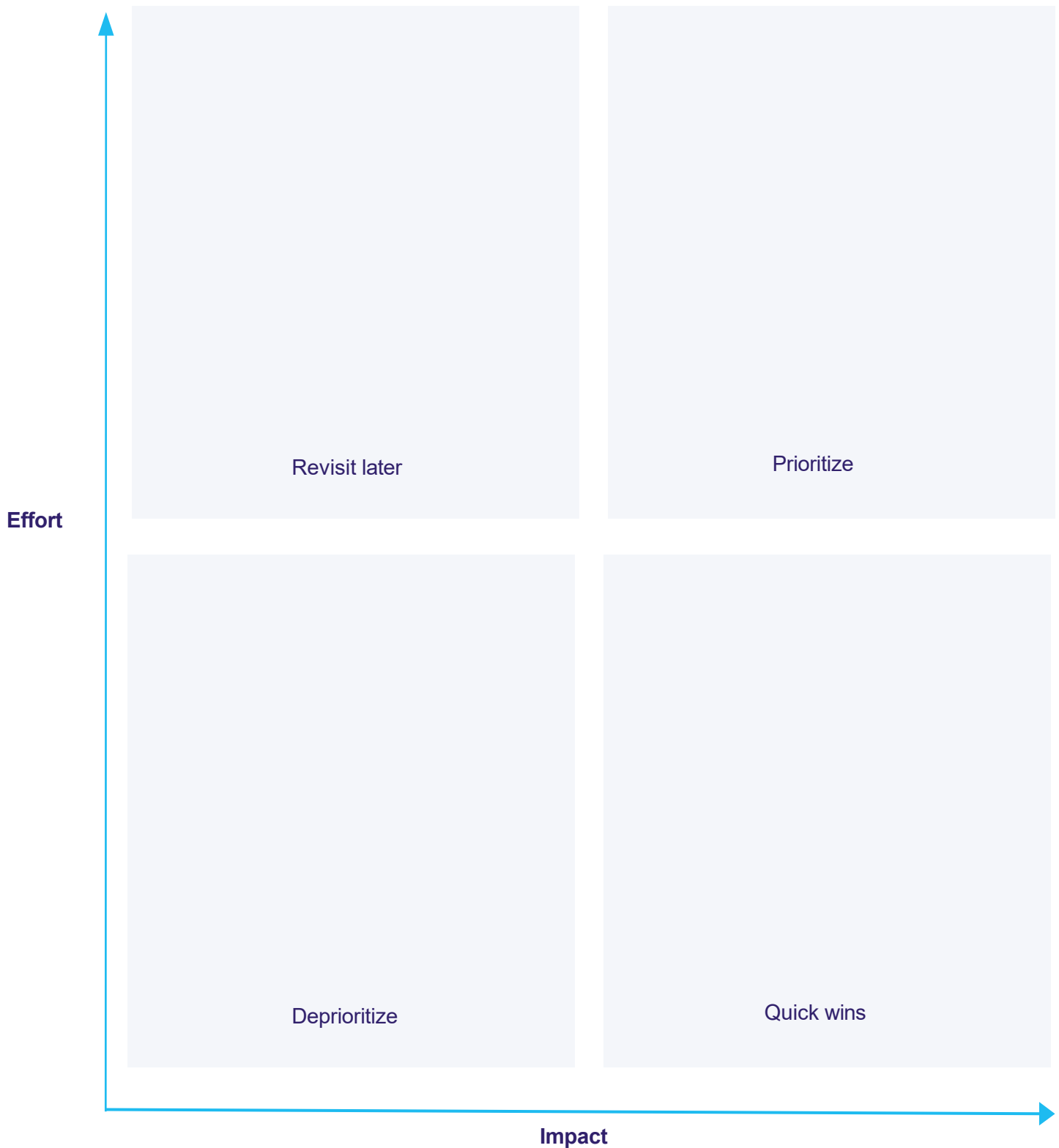
1. List all the tasks, projects, or focus areas that need attention. These can be individual tasks, ongoing projects, or broader initiatives. Break them down as needed for better clarity.
2. For each task, assign values or notes for:
 - **Effort:** How much time and resources will be required for implementation. Effort can be categorized into high or low, or you can use a numerical scale (e.g., 1-5) for more precision.
 - **Impact:** How much benefit or change the task will bring in the short to medium term. Again, you can use simple categories like high/low or a numeric scale for better differentiation.
3. Place each task into one of the quadrants of the matrix based on the following:

Prioritization Matrix: 4 Quadrants	
Quick wins (low effort, high impact)	These tasks should be tackled first as they offer the best return on effort with substantial results. Examples: simple process improvements or actions that solve key problems with minimal work.
Prioritize (high effort, high impact)	These are important, but resource-heavy tasks. Plan and allocate resources carefully, as these will take longer and require sustained effort. Examples: major system upgrades or strategic projects.
Deprioritize (low effort, low impact)	These tasks are not critical at the moment. They don't take much time or resources, but the benefit they bring is limited. Keep an eye on these for when priorities shift, but they don't need dedicated focus right now.
Revisit later (high effort, low impact)	These are resource-intensive tasks with limited benefits in the current context. These should be delayed or reassessed at a later time to determine if they are still relevant.

Prioritization Matrix example



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