

Effort vs. Impact Worksheet

Brainstorm a master list of the projects and tasks occupying your head-space. Rank each on the level of Effort/Time involved; 1 = easy/fast, 5 = difficult/time consuming. Then rank each on the positive impact the task will have on goals and results when completed; 1 = no/low impact, 5 = high impact. **Tasks with Low Effort/Time and High Impact rank combos are tasks you'll want to make top priorities.**

Effort/Time

Impact

1 2 3 4 5 5 4 3 2 1

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.
