**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11966&utm_source=template-word&utm_medium=content&utm_campaign=Priority+Impact+and+Effort+Matrix-word-11966&lpa=Priority+Impact+and+Effort+Matrix+word+11966)PRIORITY IMPACT AND EFFORT MATRIX**

QUICK WINS

Low-effort, high-impact tasks that can be completed quickly and yield immediate benefits.

MAJOR PROJECTS

High-impact initiatives that require substantial effort and resources, resulting in significant long-term benefits.

SMALL PROJECTS

Moderate-impact tasks that are relatively easy to implement and contribute to incremental improvements.

TIME WASTERS

Low-impact activities that consume resources without delivering meaningful results.

MAJOR PROJECTS

QUICK WINS

* Quick Win One
* Major Project One
* Small Project One

SMALL PROJECTS

* Time Waster One

TIME WASTERS

URGENT

NOT URGENT

NOT IMPORTANT

IMPORTANT

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