**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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