**Impact/effort matrix template**

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| --- | --- | --- | --- |
|  | **High impact** | **Quick wins – do most of these** | **Major projects – do these with support** |
| **Impact** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Low impact** | **Fill**-**ins** – **do some of these** | **Thankless tasks** – **do less or none of these** |
| Click or tap here to enter text. | Click or tap here to enter text. |
|  |  | **Low effort** | **High effort** |
|  |  | **Effort** | |

*The impact/effort matrix was designed by Bjørn Andersen, Tom Fagerhaug and Marti Beltz. It is a tool used after a brainstorm to decide which of many solutions to implement.*