

Impact Effort Matrix Worksheet

Place your ideas by estimated impact and effort. The quadrants are discussion labels, not decisions.

High
impact

Quick Wins

Major Projects

Fill-ins

Reconsider

Low
impact

Low effort (1-2)

High effort (3-5)

Write item names in the grid. In the workbook, 1-2 is low and 3-5 is high on both axes.