impact-effort Matrix worksheet

The Impact-Effort Matrix is a 2 x 2 grid that helps you compare activities by relative impact and effort required. It provides a quick way to identify solutions that might not be worth the effort as well as those that could be very beneficial.

How to use an Impact Effort Grid:

Use the Impact-Effort Grid to help you prioritize your tasks. The best solutions are in the lower-right green quadrant; they are easy to implement with substantial impact.

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| Difficult to do | Filter out these solutions. | **How?**  What are the steps we need to take to implement these solutions? |
| Easy to do | **Now**  We can implement these solutions now with little effort. | **Wow!**  These are the BEST solutions and are a top priority to implement. |
|  | Low Impact | High Impact |

**Brainstorming Exercise:** Use the lines below to list possible solutions for threats, weaknesses, or issues facing your project/group/organization. Place each solution into the Impact-Effort Grid according to how easy or difficult the solution is to implement and how big or low the impact the solution will have.

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