

Impact / Ease Grid Instructions:

1. Brain-dump all the **Tasks** and focus areas that you need to attend to by listing onto the Impact & Ease Worksheet.
2. Determine **Impact** areas:
 - a. Decide which Item on your list will provide the greatest Impact to your results and effectiveness. Score it with a '10' in the Impact column.
 - b. Decide which Item will provide the least Impact to your effectiveness and score it with a '1' in the Impact column.
 - c. Then go through each other list item, and give a relative score when compared to your '10' item. Record these numbers in the Impact column.
3. Determine **Ease**:
 - a. Decide which Item on your list is the easiest to accomplish and score it a '10' in the Ease column.
 - b. Determine which Item is the hardest thing to accomplish and score it with a '1' in the Ease column.
 - c. Then go through each list item and give a relative score, when compared with your '10' item. Record these numbers in the Ease column.
4. Plot your **Results** and **Action**:
 - a. Transfer your Impact and Ease scores onto the Impact & Ease Grid, plotting the **Task No** onto the chart at the relevant point.
 - b. Immediately start on your High Priority items in the top right segment: Create a plan to complete these, add to your diary/schedule and begin now!
 - c. Plan how you will schedule your Focus tasks to get these completed as soon as possible.
 - d. Determine which of the tasks in the other grid quadrants need to be strategised, which can be delegated and which can be dumped.

Impact & Ease Worksheet

Task No	Focus areas / tasks	Impact	Ease
1			
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Impact & Ease Grid

