

## Workload Prioritisation Grid

This is a tool to help you make better decisions on prioritising your workload, based on how easy your tasks are and how much impact they will have once completed. You may prefer this tool to the more well-known Covey's 4 Quadrants (a version of which you can find in our Leadership Development resources). Write the tasks you must complete on the appropriate place on the grid. You should then focus your attention on tasks towards the top right of the matrix.

