

## **Prioritization Matrix/Eisenhower Matrix**

A prioritization matrix is a process improvement tool that helps teams identify areas of opportunity that are most important to address first. Rank is established by level of impact and difficulty of implementation. Use group-think and brainstorming techniques to rank each item. It is key to focus on the quick wins of high impact/low effort areas first, as well as eliminate or delay the time consuming low impact/high effort items.

	Quick Wins: High Impact/Low Effort	Major Projects: High Impact/High Effort
ппраст	Potential Projects: Low Impact/Low Effort	Time Consuming Tasks: Low Impact/High Effort

Effort

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