

# PRIORITISING – IMPACT VS EFFORT

## 1) NAME AND DESCRIPTION OF THE TOOL

“**Impact vs. effort**” is a tool designed to help give these qualities to the activities undertaken over a given period of time. Giving these qualities to tasks helps to know which ones to prioritise and which ones can be left for later.

## 2) OBJECTIVES OF THE TOOL

The following exercise aims to:

- Learn to give the right importance to each task.
- Aprender qué tareas nos proporcionan mayores o menores impactos en la productividad según su esfuerzo.
- Aprender a diferenciar a qué tareas debemos dar prioridad según los beneficios que nos otorguen.

## 3) CONNECTION OF THE TOOL WITH THE ENEMY

Knowing how to prioritise goes hand in hand with time management. Prioritising tasks is not about making a list of activities and crossing them off as they are completed. It is knowing how to plan, make the most of and, of course, discard. Stephen Covey's method is a method that helps to ensure that time really is enough for everything and that, in addition, teaches us to identify what we should dedicate time to and what we should not.

## 4) RESOURCES & MATERIALS

To complete this exercise, you will only need the following materials:

- Exercise templates (you can find it at the end of this document).
- Pencil or pen.



## PRIORITISING – IMPACT VS EFFORT

### 5) IMPLEMENTATION OF THE TOOL

First of all, you should be aware that knowing what you spend most of your time on during the day/week/month requires knowing this information for the chosen period of time. For this reason, the duration of the exercise will depend on the information you want to obtain, for example; if you want to know how much time you spend on each task/activity during a day, the exercise will have a duration of 1 day, if you want to know the time you spend during a week, the duration of the exercise will be one week (we recommend using this last option, as it gives us more information to be able to plan better) and so on.

In this way and in order to carry out the exercise in a correct way you must:

- **Step 1, duration: 15 – 25 minutes:** Write down the tasks or activities you do during the day. EVERYTHING you do during the day counts, i.e. e.g. a distraction and wasted time also count. It is also advisable to write down the duration of the tasks or activities (approximately). At the end of this document there is a list of general tasks and activities, in which you can write down how long you spend during the day/week/etc. on these activities.
- **Step 2, duration: approximately 10 minutes:**

### 6) WHAT TO LEARN

Through this exercise you will learn to differentiate between the importance and urgency of the tasks that you carry out in your daily life, so that you can organise them in a more efficient and optimal way for the development of both your personal and working life. In addition, you will learn that you do not have to carry the weight and responsibility of all the tasks, as you can delegate some of them to other people.

It is an exercise that can be applied to all levels of a person's life and a great solution to not only learn to prioritise tasks, but also to help manage the most valuable asset: the time.

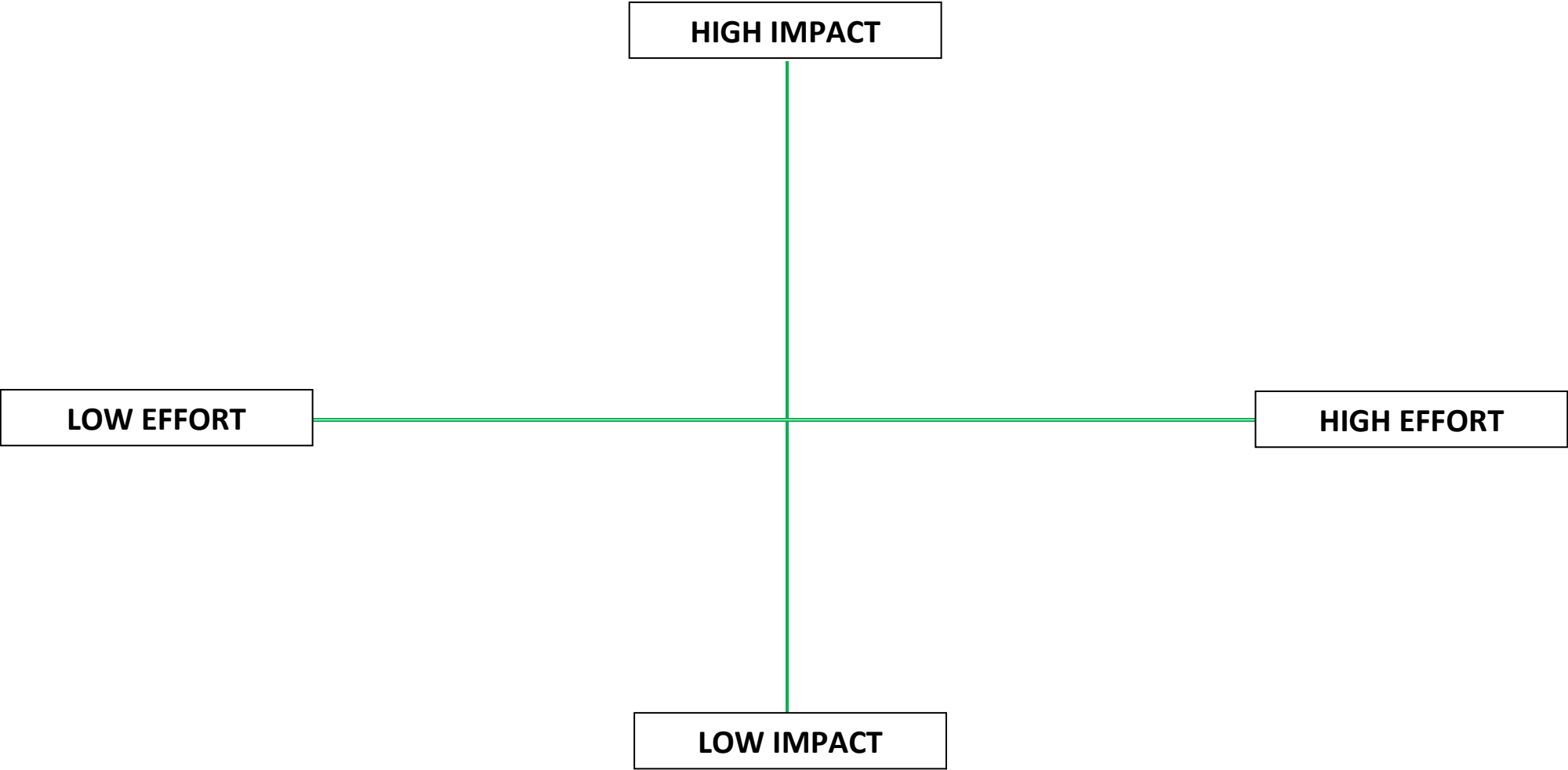






# PRIORITISING – IMPACT VS EFFORT

**TEMPLATE – IMPACT VS EFFORT**



Co-funded by the  
Erasmus+ Programme  
of the European Union





## PRIORITISING – IMPACT VS EFFORT



Co-funded by the  
Erasmus+ Programme  
of the European Union



Entrepreneurship for everyone  
New ways of coaching