# i-THRIVE Toolkit: Prioritisation Matrix and Tool

## Prioritisation Matrix

A priority matrix is a useful tool to help you choose which activities you should prioritise and the ones you should avoid helping you to make the most of your time and opportunities.

The matrix can help teams focus and come to a consensus on key items or what improvements to implement first.

You should consider using a matrix if:

- You can't do all improvements at once
- You are uncertain about the best use of resources or energy
- You are looking towards specific improvement foals
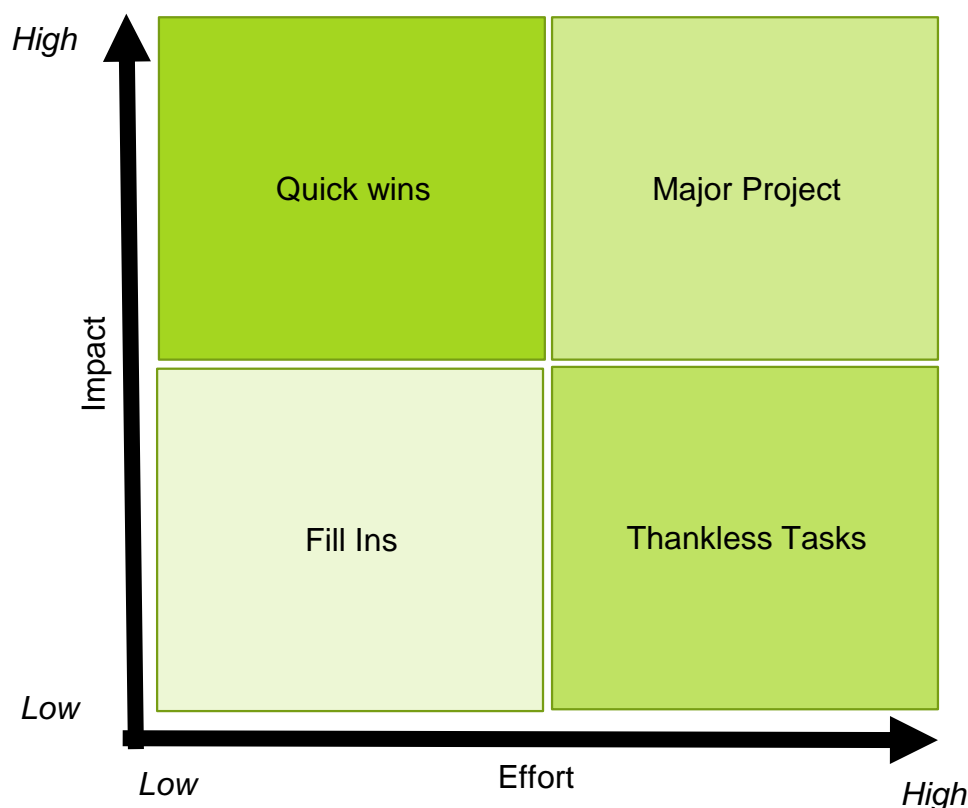


## Quick Wins (High Impact, Low Effort)

Quick wins are the most attractive projects, because they give you a good return for relatively little effort. Focus on these as much as you can.

## Major Projects (High Impact, High Effort)

Major projects give good returns, but they are time-consuming. This means that one major project can "crowd out" many quick wins.

## Fill Ins (Low Impact, Low Effort)

Don't worry too much about doing these activities – if you have spare time, do them, but drop them or delegate them if something better comes along.

*Thankless Tasks (Low Impact, High Effort)*

Try to avoid these activities. Not only do they give little return, they also soak up time that you should be using on quick wins.

## Prioritisation Tool

To use the Action Priority Matrix, download our worksheet and then follow these steps:

*Step 1*

List the major activities that you want to or need to complete.

*Step 2*

Score these on impact (from, say, 0 for no impact to 10 for maximum impact), and on effort involved (from, say, 0 for no real effort to 10 for a major effort).

*Step 3*

Plot the activities on the Action Priority Matrix, based on your scores.

*Step 4*

Prioritize appropriately, and delegate or eliminate low-impact activities.

| Activity | Impact (0-10)<br>0 = No Impact<br>10 = Maximum Impact | Effort (0-10)<br>0 = No Effort<br>10 = Maximum Effort |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Source: Mind Tools https://www.mindtools.com/pages/article/newHTE_95.htm

Anna Freud National Centre for Children and Families

The Tavistock and Portman NHS Foundation Trust

THE Dartmouth INSTITUTE FOR HEALTH POLICY & CLINICAL PRACTICE

UCLPartners Academic Health Science Partnership