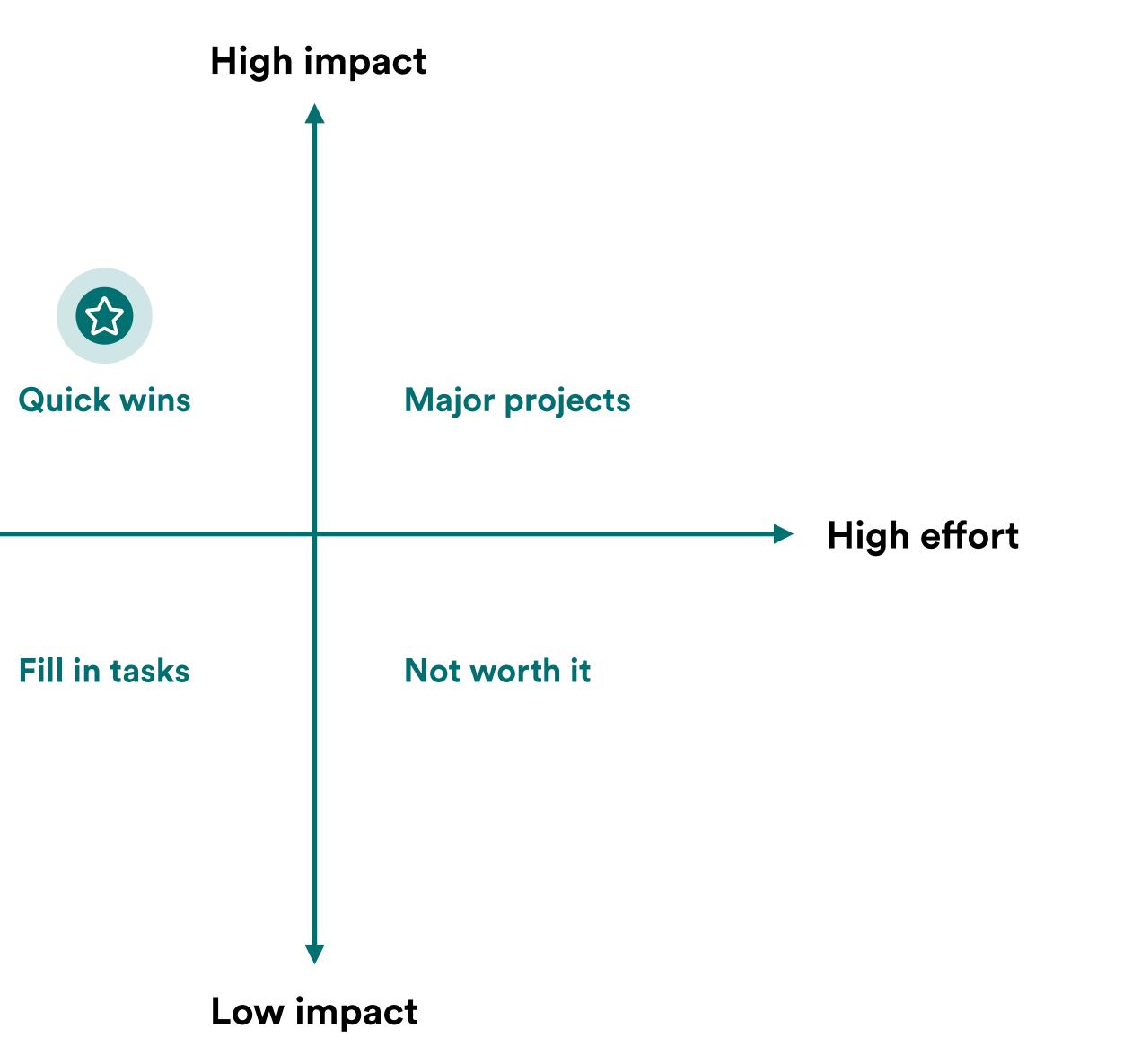
Impact vs. Effort matrix



Low effort





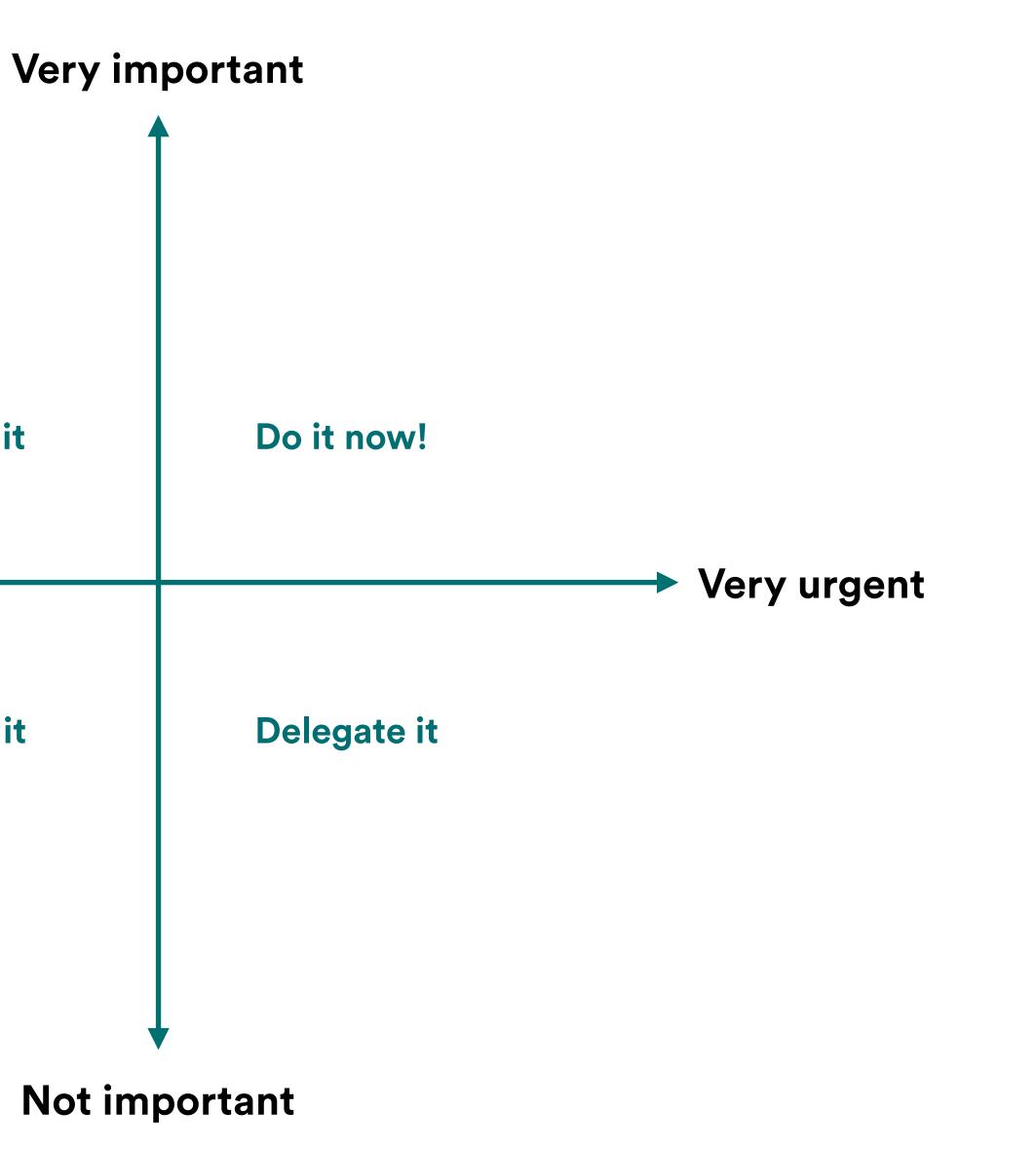
Importance vs. Urgency matrix

Schedule it

Not urgent

Eliminate it







Prioritisation matrix

x-axis:

y-axis:

Low



