

Strategic Prioritization Toolkit – Quick Start Guide

Why Prioritization Matters

Not all tasks are created equal. Some drive results. Others drain your time. This toolkit helps you and your team stay focused on high-leverage work using two simple tools:

- The Strategic Prioritization Matrix (Impact vs Effort)
- The Prioritization Filters Worksheet (Scoring System)

How to Use the Toolkit

1. List your top 5–10 current tasks, initiatives, or projects.
2. Use the Prioritization Filters Worksheet to score each one from 1 to 25.
3. Plot each task on the Strategic Prioritization Matrix based on its impact and effort.
4. Focus your time and resources on items that are:
 - High Impact / Low Effort
 - Scoring 20+ on the filter worksheet

Best Practices

- Use this toolkit in team planning sessions or weekly stand-ups.
- Combine with your Peak Result Packet™ or Peak Reset™ planning.
- Revisit monthly or quarterly to refocus your efforts.