

Strategic Prioritization Toolkit

Make Better Decisions. Focus on What Matters Most.

Created by Peak Growth Solutions
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Strategic Prioritization Matrix

Use this 2x2 matrix to sort projects, tasks, or opportunities based on their impact and effort. This tool helps teams and individuals make quick, effective decisions about where to focus attention.

	Low Effort	High Effort
High Impact	Do First (High ROI, fast win)	Plan & Delegate (Worth doing, but heavy lift)
Low Impact	Avoid (Low payoff)	Rethink or Drop (Not worth the effort)

Instructions:

- List your current initiatives or to-dos.
- For each, ask: What's the potential impact? How much effort is required?
- Place it in the matrix accordingly.
- Focus on the top left quadrant (High Impact / Low Effort).

Strategic Prioritization Filters Worksheet

Use this worksheet to score and prioritize tasks, projects, or opportunities based on strategic value, alignment, focus demands, and energy match. Assign a score from 1 (low) to 5 (high) for each filter, then total the scores to guide your prioritization.

Filter	Score (1–5)
Strategic Alignment	How well does this align with our top goals or quarterly objectives?
Impact on Results	What is the potential to drive meaningful results or progress?
Focus Requirement	Will this task require deep, uninterrupted focus to complete well?
Urgency vs Importance	Is this truly important—or just urgent?

Energy Match	Does this task match your current energy, skill, or strengths?
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Total Score: _____ (Max = 25)

How to Use:

- Use this worksheet to evaluate 3–5 key options or tasks.
- The higher the total score, the more likely it should be a top priority.
- Pair this with the Strategic Prioritization Matrix to determine sequencing.

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.

Strategic Prioritization – Team Facilitation Guide

Use this guide to lead a team through a focused prioritization session using the Peak Growth Strategic Prioritization Toolkit. The goal is to identify which initiatives, tasks, or ideas deserve top focus—and which can be delayed, delegated, or dropped.

Step 1: Prep (10 minutes)

- Ask each participant to list their top 5–10 current tasks or projects.
- Print or share copies of the Strategic Prioritization Matrix and Filter Worksheet.

Step 2: Individual Scoring (10–15 minutes)

- Have each team member score their tasks using the Prioritization Filters Worksheet.
- Encourage honesty and clarity—not everything can be a '5'.

Step 3: Group Discussion (20–30 minutes)

- Go around the room and ask each person to share their top-scoring items.
- For each shared item, plot it on the Strategic Prioritization Matrix.
- Facilitate discussion around alignment, duplication, or resource constraints.

Step 4: Decide on Focus (15 minutes)

- Identify 2–3 items that deserve immediate focus.
- Assign clear ownership, success measures, and timelines.
- Agree on what will be paused, delegated, or dropped for now.

Wrap-Up

- Capture final outcomes.
- Set a date for follow-up review.
- Thank everyone for their clarity and input.