

Strategic Task Mapping Template

Connect Your Work to What Actually Matters

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How to Use This Template:

Stop working from your checklist and start thinking about impact. Pick one task and one company priority to start with. Don't try to map everything at once—you'll just overwhelm yourself. If this takes more than 10 minutes per task, you're overthinking it.

Copy this table into Excel or Google Sheets to start mapping your tasks, or print it out and fill in by hand.

EXAMPLE - System Maintenance Task

Company Priority (From Manager Conversations)	<i>Improve customer satisfaction scores</i>
Why This Matters (Business Impact)	<i>Happy customers stick around and refer others; unhappy customers cost us money and hurt our reputation</i>
Your Current Task	<i>Monthly system maintenance and updates</i>
How You Do It Now (Current Approach)	<i>Schedule maintenance when it's convenient for my team during regular business hours</i>
Strategic Connection (How does this impact the priority?)	<i>When systems go down during maintenance, customers can't access our services—directly impacts their experience</i>
Strategic Approach (How could you do this differently?)	<i>Schedule maintenance during off-peak hours, give customer service advance warning, have backup plans ready</i>
Potential Impact (Time, Cost, Quality)	<i>Fewer angry customer calls, better uptime stats, no lost sales during maintenance</i>
Resources Needed	<i>Coordinate with customer service, some after-hours work, communication plan</i>

Success Measurement	Track customer complaints during maintenance, measure system uptime
Next Steps	Run by manager, get approvals, try on next project

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YOUR TASK #1

Company Priority (From Manager Conversations)	
Why This Matters (Business Impact)	
Your Current Task	
How You Do It Now (Current Approach)	
Strategic Connection (How does this impact the priority?)	
Strategic Approach (How could you do this differently?)	
Potential Impact (Time, Cost, Quality)	
Resources Needed	
Success Measurement	
Next Steps	

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YOUR TASK #2

Company Priority (From Manager Conversations)	
Why This Matters (Business Impact)	

Your Current Task	
How You Do It Now (Current Approach)	
Strategic Connection (How does this impact the priority?)	
Strategic Approach (How could you do this differently?)	
Potential Impact (Time, Cost, Quality)	
Resources Needed	
Success Measurement	
Next Steps	

Pro Tips for Strategic Thinking:

- **Start small:** Pick one task and one company priority to begin with
- **Be specific:** "Improve efficiency" isn't helpful. "Reduce processing time by 30%" is.
- **Think impact:** Focus on costs, resources, time, and quality improvements
- **Get validation:** Run your strategic connections by your manager to make sure you're on target
- **Track results:** Document the impact so you can talk about it later in performance reviews
- **Don't overthink it:** This should take 10 minutes per task, not an hour

Remember: The goal isn't to create more paperwork. It's to start thinking about your work differently and looking for opportunities to have greater impact.