Manageable Workload Matrix

An unmanageable workload comes from overwhelm and ambiguity around what is impactful and what is not. Where to start when it comes to deciding what to keep and what to ditch is a big part of the problem and as a result you just keep doing it all to the detriment of your health and wellbeing and, ironically, the job you are working SO hard at.

This simple to use matrix is a great tool for finding clarity around which workload is meaningful for you and which is not.

Just in case this feels paradoxical, and you find yourself asking "How will I find time to fill in a matrix like this when I haven't got time for all my day-to-day jobs?" I have filled the first two in for you to get you started...

High Impact/Low Effort (Keep me, winning with quick wins!)	High Impact/High Effort (Keep me, because I'm worth it...hair flick!)
Filling in this matrix	
Low Impact/Low Effort (I'm a maybe, baby)	**Low Impact/High Effort** (ditch first.com)
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