



ClearPath Catalysts

Clearing the path to success

Action Priority Matrix

Purpose:

A simple 2x2 framework to help you decide which actions or improvement initiatives to prioritize based on impact (benefit) and effort (time, cost or resources) require.

How to use it:

1. List your potential Improvement actions
2. Score each on for impact (1-5) and Effort (1-5)
3. Plot each action on the matrix below or use the scoring table to determine priority

	Low Effort	High Effort
High Impact	Quick Win – High impact with minimal effort - Prioritize most valuable projects	Major Project – High impact with significant effort required – Validate impact assessment and schedule
Low Impact	Fill-Ins – Low effort and low impact - Do if time allows	Hard Slog – Low impact with significant effort – Avoid or redesign

Example scoring table:

Action	Impact (1-5)	Effort (1-5)	Suggested Category
Improve onboarding process	4	2	Quick Win
Replace ERP system	5	5	Major Project
Create staff newsletter	2	2	Fill-In
Rebuild reporting process	3	4	Hard Slog