



PRODUCTIVITY MATRICES — TAKING A “HEALTH-CHECK OF MY WORKING HABITS”

Staying conscious about what we do every day is essential to our wellbeing. Does what I do make a difference? How do I know? We are creatures of habit and as such we can become unconsciously attached to “how we always do” certain aspects of our work. By staying conscious of what is working for us and for our learners, as well as considering what we are putting our precious time and energy into, we increase our chances of feeling more purposeful and fulfilled at work. Sure, there are always going to be some things that are our “have-to’s”, but looking more intentionally at what we do and what we can perhaps stop doing to have greater impact supports our wellbeing. Here are two matrices to support our reflection:

EFFORT — IMPACT MATRIX

▼ LOW EFFORT / HIGH IMPACT ▲

▲ HIGH EFFORT / HIGH IMPACT ▲

▼ LOW EFFORT / LOW IMPACT ▼

▲ HIGH EFFORT / LOW IMPACT ▼

Some high effort activities take a while to embed to show that they have impact e.g. introducing a new programme of work may take high effort but have low impact initially; but over time, the impact may be greater and the effort may be less.



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URGENT — IMPORTANT MATRIX

URGENT / IMPORTANT

URGENT / NON IMPORTANT

NON URGENT / IMPORTANT

NON URGENT / NON IMPORTANT