Impact & Effort Prioritizer

Give competing ideas a fair conversation. Compare impact and effort, then choose what deserves the team's attention.

Workshop: Next-quarter priorities | Impact and effort: 1 (low) to 5 (high)

Idea / opportunity	Owner	Impact (1-5)	Effort (1-5)	Discussion area	Next step
Simplify welcome email	Robin	5	2	Quick win	Draft a shorter version
Rebuild reporting flow	Sam	5	5	Major project	Scope a discovery session
Tidy shared folders	Alex	2	2	Fill-in	Fit around committed work
Launch another channel	Jamie	2	5	Reconsider	Revisit after the pilot

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.
Scores: 1-3 = low, 4-5 = high. High impact / low effort = Quick win. Ratings support discussion.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Team / project: _____ Period / date: _____

Idea / opportunity	Owner	Impact (1-5)	Effort (1-5)	Discussion area	Next step

Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.
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