## Episode 159: How to Have More Impact With Less Effort

Have you ever needed to do something significant but were dismayed at the amount of effort it required? If you have, take comfort that you aren't the only one. Many people who work in high-stress professions have to deal with tasks that keep piling up the longer they are left unfinished. Most of the time, these tasks take up so much time that you can't do other things that could be just as important. The question then becomes: which one should you do first?

In this You're Not A Frog episode, Rachel shares how to prioritise a few tasks over others. You can determine which task needs to be completed first by evaluating how much impact they have and how much effort they require. It is easy with an effort impact matrix, which lets you categorise tasks according to impact and effort. With this simple grid, you will make the most impact with less effort than you first thought.

**Podcast links**

[Effortless: Make It Easier to Do What Matters Most](https://www.amazon.com/Effortless-Make-Easier-What-Matters/dp/0593135644) by Greg McKeown

Here are a couple of You’re Not a Frog podcast episodes to check out:

[Episode 106: How to Stop Worrying When There’s a Lot to Worry About with Caroline Walker](https://youarenotafrog.com/episode-106/)

[Episode 129: How to Cope with Trauma on the Frontline with Dr Caroline Walker](https://youarenotafrog.com/episode-129/)

[Episode 153: Think Differently About Your To-Do List](https://youarenotafrog.com/episode-153/)

[Episode 156: How to Change Your Life in 12 Minutes Per Week](https://youarenotafrog.com/episode-156/)

[THRIVE Weekly Planner](https://shapes-toolkit.mykajabi.com/thrive-planner)

Join You are Not a Frog’s January Anti-Challenge Challenge!

Check out our [Permission to Thrive CPD membership](https://www.shapestoolkit.com/permission-to-thrive) for doctors!

Email Rachel or reach her on [LinkedIn](https://www.linkedin.com/in/dr-rachel-morris/) or [Twitter](https://twitter.com/DrRachelMorris).

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**Quote to remember:**

***‘If we're doing too many different things, we will be completely ineffective and have a really, really low impact. So, the only way to be successful, to have an impact, is to limit our focus on to a few things.’***

# What You Will Learn

There will always be times when you have a ton of tasks to complete but need more time. Your workload and personal goals may become too much for you to handle, which will cause stress and exhaustion. When the workload becomes too much, it is essential to remember that not all of them will have the same impact. More often than not, they will also require varying amounts of effort.

Don't complete your tasks in the order they are listed when they pile up. Instead, consider the impact each one will have when finished and then consider how much effort is necessary. When you have a clearer idea of these, prioritising becomes easier.

This activity will teach you what impact and effort mean in your work or business. Using the effort impact matrix below, you will look at your tasks through these lenses and determine what to do first. By the end of this activity, you will have figured out how to improve your productivity and make the most impact.

Activity: How Much Effort Do You Need to Make An Impact?

**Q1. The first thing we should do before choosing what to prioritise is defining what impact means to us. What does it mean to have an impact on the things you put effort into?**

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**Q2. What does it take for something to have a high impact? How about having a low impact?**

**Q3. Now that you defined what impact means to you, what sort of impact do you usually want to have? Who and/or what do you want to impact through your efforts?**

**Q4. The next step is to figure out what effort is. Without referencing a dictionary, describe what effort means to you. What would high amounts of effort look like? How about low amounts of effort?**

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**Q5. Now that you understand what impact and effort mean, it's time to write down your urgent tasks in an effort impact matrix! Remember to consider your definitions of high impact, low impact, high effort, and low effort when categorising your tasks.**

|  |  |  |
| --- | --- | --- |
| **High Impact** |  |  |
| **Low Impact** |  |  |
|  | **Low Effort** | **High Effort** |

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**Q6.** **Let's look at the tasks you listed in the upper right quadrant. These should be things that have a huge impact but require a lot of effort. To reduce the effort needed to accomplish them, try to break them down into smaller tasks. Choose one of the things you listed and write about how you can accomplish it piece by piece.**

**Q7. Let's go down to the quadrant that should contain the things that require a lot of effort but have little impact. To reduce the number of things, you must do, choose which ones you can assign to someone else and write them below.**

**Q8. To end this activity, decide which tasks should be your priority and why. Write your choice/s down below and your reason for choosing it/them.**

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**CPD time claimed:**

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