IMPACT/DIFFICULTY MATRIX

Why use it? The quadrants on the impact/difficulty matrix helps guide your decisions and next steps by visibly seeing where each item lands based on its impact and difficulty for later.

STEPS:

1. Gather a list of items you want to evaluate.

2. Define what "impact" and "difficulty" means.

3. For each task or idea, assess:

   - Impact: is the expected benefit once implemented high or low?

   - Difficulty: is the effort to implement this high or low?

4. Plot your items on the chart.

5. Use the quadrants to guide your decisions and next steps.

(Rev. 08/2025)