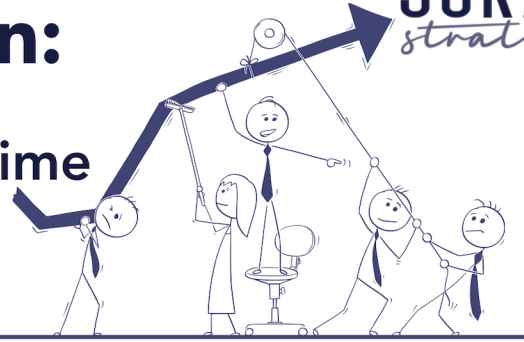


Portfolio Optimisation:

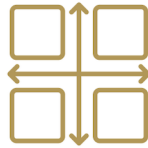
Do the right work at the right time



Eisenhower Matrix

What is the Eisenhower Matrix?

A prioritisation tool where work is broken into distinct actions and time allocations. At a strategic level the Eisenhower Matrix allows everyone to understand the funding and people allocations.



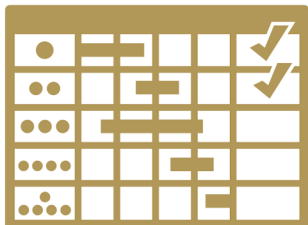
Why use it?

Ensure focus on the highest priority work to be done. Label work based on impact.



How do you use it?

During your planning sessions look at all the initiatives and allocate them to a quadrant based on Urgency and Importance.



Keep Going!

Every time a new initiative is identified, assign it to a quadrant, then work on it as indicated.



Pro Tips:

Use this technique to create alignment with all senior Stakeholders. This addresses the Ego and Empire Building issues that can drive your Delivery Portfolio in the wrong direction