**Action Priority Matrix - Template**

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| **1. Assign the ideas under consideration a score between 1 and 5 based on the expected positive impact they will have for the organisation. 1 represents a low expected positive impact and 5 a high expected positive impact.** | |
| **Idea** | **Score** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **2. Assign the ideas under consideration a score between 1 and 5 based on the effort required for their execution or implementation. 1 represents a low requirement of effort and 5 a high effort requirement.** | |
| **Idea** | **Score** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **3. Plot each idea on the matrix below. The segment that it occupies is used to support decision making.** |

