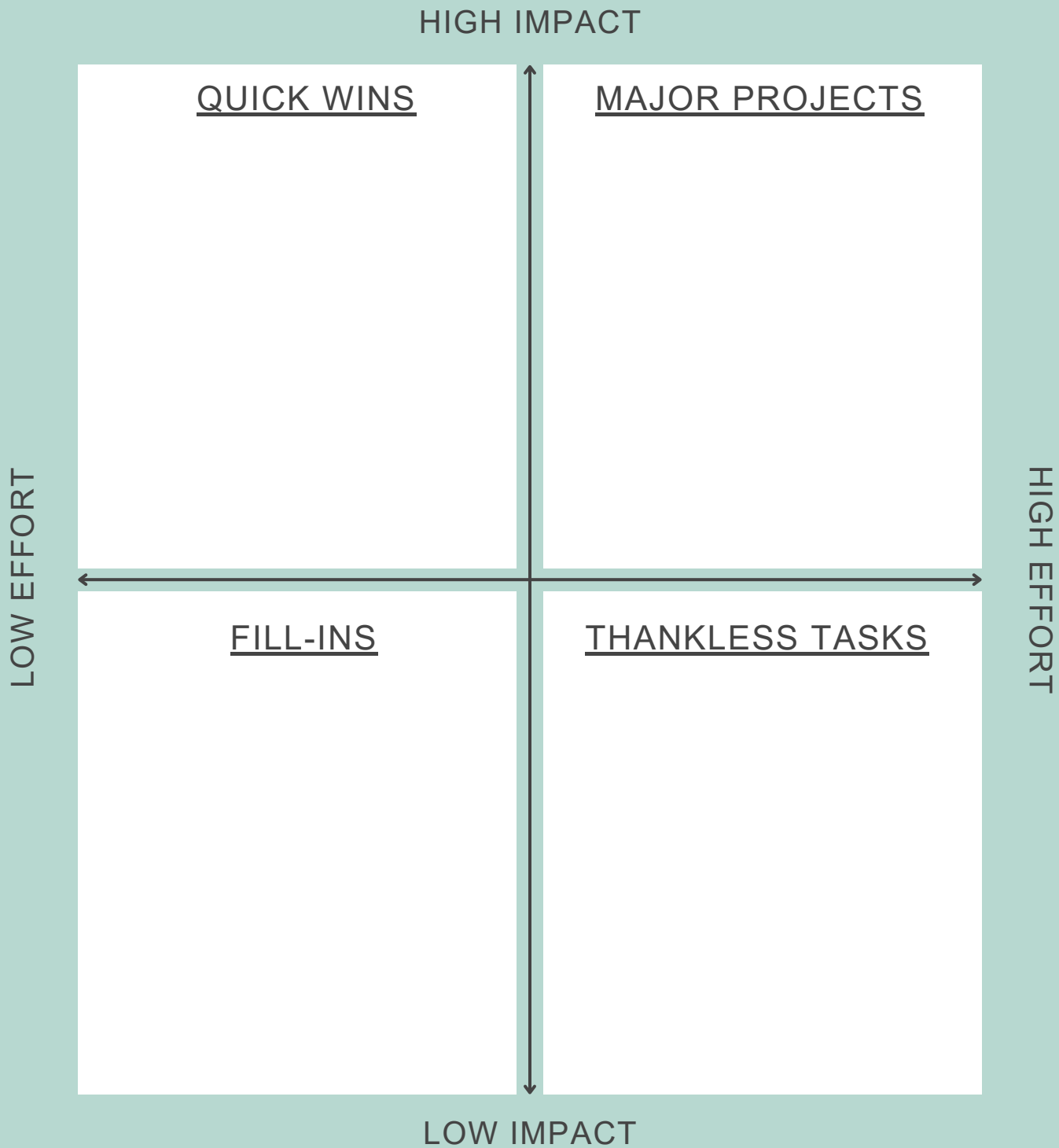
ACTION PRIORITY MATRIX

Below are four distinct quadrants: **Quick Wins** (high impact, low effort), **Major Projects** (high impact, high effort), **Fill-ins** (low impact, low effort), and **Thankless Tasks** (low impact, high effort). To use the matrix, begin by listing all the possible tasks or actions you're considering. Then, evaluate each one by estimating how much impact it would have on your goals and how much effort it would take to complete. Once you've plotted your tasks within the matrix, you can use their position to guide your priorities—focusing first on Quick Wins to build momentum, carefully planning Major Projects, delegating or batching Fill-ins, and questioning whether Thankless Tasks are worth investing in.