

Role of Prioritization In a Hybrid world

A whitepaper by Enparadigm - Future of Work series





Why Prioritization should be the priority today?





Hybrid has accelerated the need for prioritization

29%

of employees felt a negative impact on their wellbeing due to remote work

56%

finding it difficult to 'switch off'

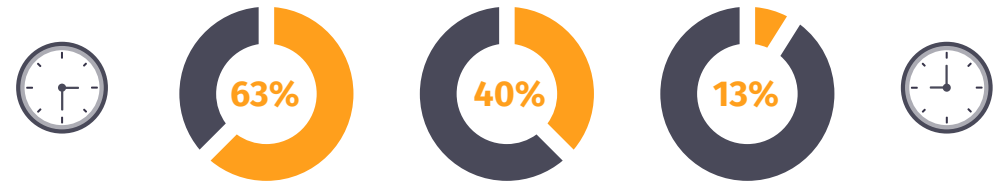
46%

sacrifice on sleep due to WFH

43%

of employees feel stress on a daily basis

Frequency of unpaid overtime

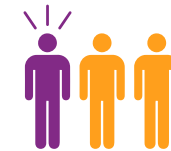


67%
Feb 2020

84%
Aug 2020



of people are taking **zero days off sick** and partaking in **presenteeism**



1 in 3

after **neglect their mental health** because they are **too busy at work**

'Embracing the Age of Ambiguity'



The Root Cause

Pareto's principle provides a handy lens on this issue: ~80% of results coming from 20% of tasks.



So in a Hybrid world:

How do we decide what's Urgent Vs Important? The 20% tasks contributing to 80% results can be termed "Important". And the rest of the tasks that consume 80% of our time can be termed "Urgent".

What tasks should I prioritize and why?

How do I effectively estimate the impact of my effort beforehand?



The Solution:

A method to objectively evaluate the amount of effort involved with any task

A framework to assess the impact of each task

The Know-How to act on the information emerging from the Effort Vs Impact analysis





The Effort-Impact Matrix

The matrix is designed to help the workforce develop the ability to prioritize

Each employee can make use of The **Effort-Impact** matrix to objectively assess which tasks to perform

It involves evaluating any task in terms of its effort and impact before placing them in one of the four quadrants of the 2*2 matrix





Decoding the Effort - Impact Matrix

How do we grade tasks and then pick the right tasks to execute?

Quick Wins:

- Examples: Low-key additions like design changes and/or simple feature addition
- ‘Low-Hanging Fruits’ prioritize these and deliver them first.



Major Projects:

- “Big Bets” or “Strategic initiatives”: require more resources and incur a higher cost
- Example: Big usability redesigns and new major business functionalities
- Along with Quick Wins, this is where your maximum focus should be



Fill-ins:

- Pick these up when you/team have spare time
- Example: Changing report/template formats for easy readability
- Not to be picked up first and can be parked for later or delegated



Thankless Tasks:

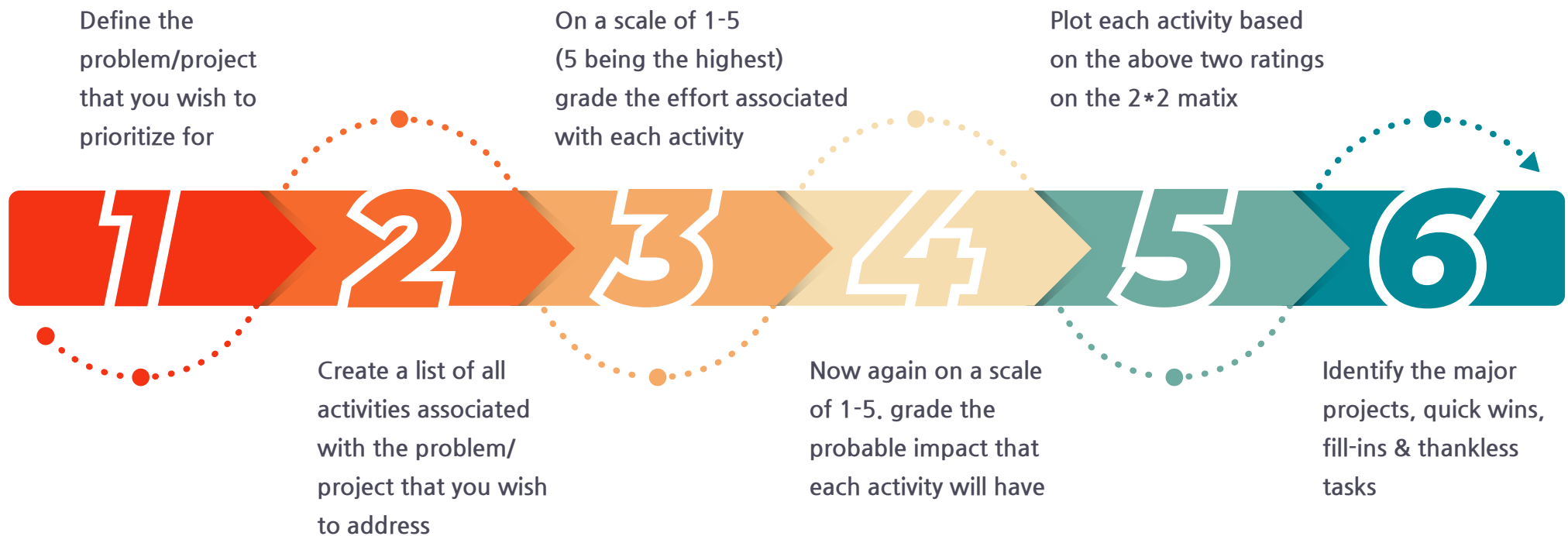
- Try and eliminate these altogether
- Example: Tasks with emotional investment with little or no return
- If elimination is not possible then deprioritize them





Actioning the Effort - Impact Matrix

How do we apply the Matrix?





Few Key Questions to ponder



Quick Wins:

- Are you using the right yardstick to measure impact of all tasks?
- Will you wait for new data to forecast impact or start with existing data?



Major Projects:

- How can you set specific deadlines for complex tasks?
- Can you build checkpoints/milestones into your schedule for easy follow-up?



Fill-Ins:

- Are you confusing task complexity with impact?
- Are you delegating the right task to the right person (Think Skill/Will)?



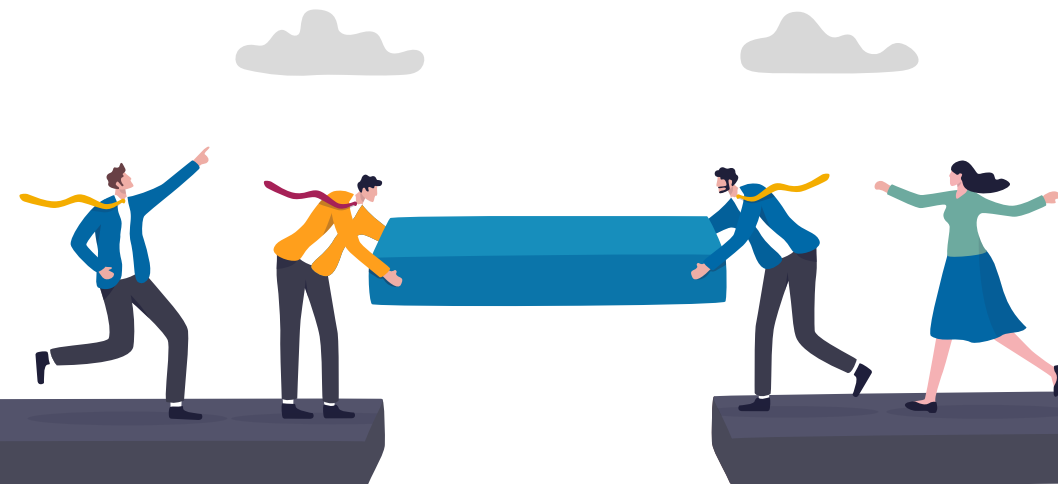
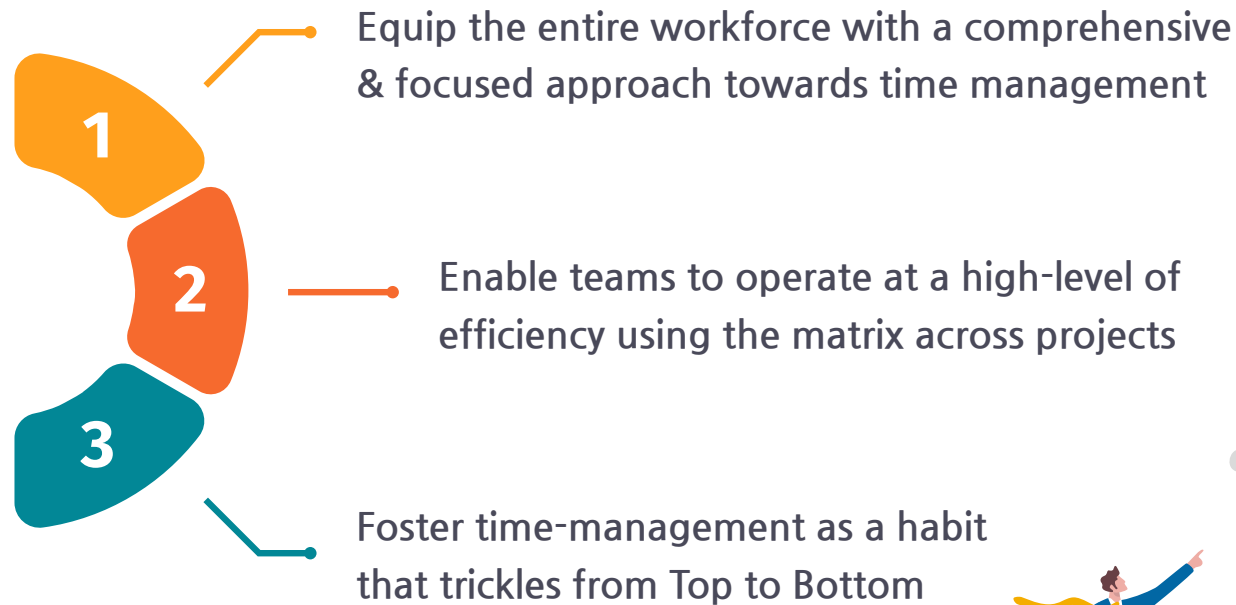
Thankless Tasks:

- Can you evaluate impact using back of the envelope calculations?
- Routine task that require a lot of time, are they worth it?



Building prioritization at the organizational level

How can firms working in the Hybrid mode derive maximum value out of the Effort-Impact Matrix





Developing Time management as a behavioral trait





Effort-Impact the Tesla Way

1

In December 2014, Morgan Stanley predicted that Tesla would fall short by 40% of its goal to produce 500,000 cars by 2020

2

Tesla produced more than 510,000 cars by the end of 2020, exceeding its goal by 2%

How did Tesla achieve that?

Major Projects:

- Revolutionary design for lower center of gravity
- R&D for Greater Energy Density
- Investments across Efficient Battery Management technology
- Setting up charging Networks across the US

Thankless Tasks:

- Human led assembly lines - Tesla automated 75% of its assembly line production

How did Tesla achieve that?

Quick Wins:

- Just the mere launch of the Cybertruck, helped raise over \$100 mn in pre booking
- Pioneered auto update of all Tesla car software via the Internet

Fill-Ins:

- Dealing with regulatory issues



Effort-Impact the Enparadigm Way



Challenge:

How do you build skills at scale across geographies for an FMCG organization?



Strategic Bets:

- Defining specific learning outcomes based on business metrics
- Building data-led monitoring of individual progress across the learning journey
- Customizing for cultural differences across geographies (India, Bangladesh, Vietnam)



Quick Wins:

- Bringing specialists on-board for specific areas (assessment, learning)
- Personalized nudges via tech-enabled tools (Whatsapp groups, LMS)



Thankless Tasks:

- Complicated Tech development & long integration cycles - At Enparadigm we focus on using technology as an enabler and work with a proprietary plug & play platform that helps maintain focus on the content & delivery



Fill-Ins:

- Interactive features to enable collaboration - eg: Feature to acknowledge L&D team & give feedback immediately after completing a simulation

Reference

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