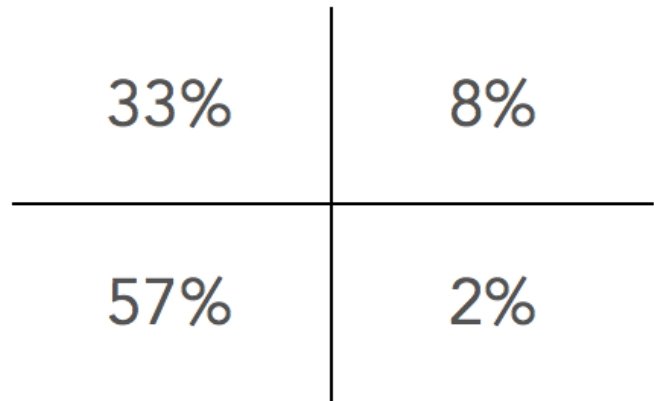
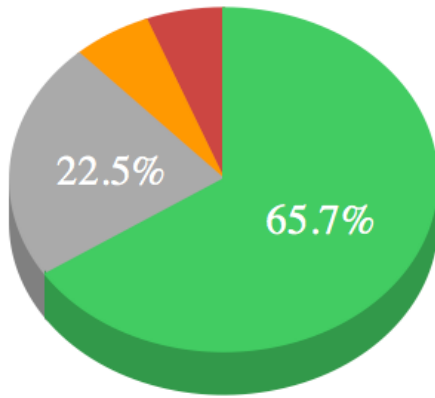




PRIORITY MATRIX BY APPFLUENCE

# PRODUCTIVITY INSIGHT REPORTS

Priority Matrix by Appfluence



## Quadrant Focus: Percentage of Items Completed in Each Quadrant

What quadrant are you spending your time in? More importantly, what type of task are you working on? Critical, urgent, delegated tasks? Depending on how you organize your projects, quadrant focus can either show your successful time management, or provide a place for growth as you begin to understand where your highest and lowest completion rates are.

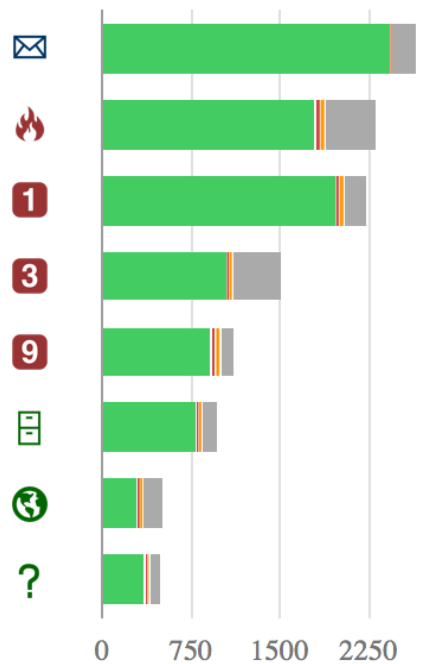
1) **Drill Down.** Select any piece of this pie chart to see exactly how many items you have completed, and what % of items have been completed.



# PRIORITY MATRIX BY APPFLUENCE

## TOP ICONS

*breakdown of items per icon*



## Top Icons: Breakdowns of Items Per Icon

Use icons to understand why and how your items are created, and compare the variety of items you have in your project.

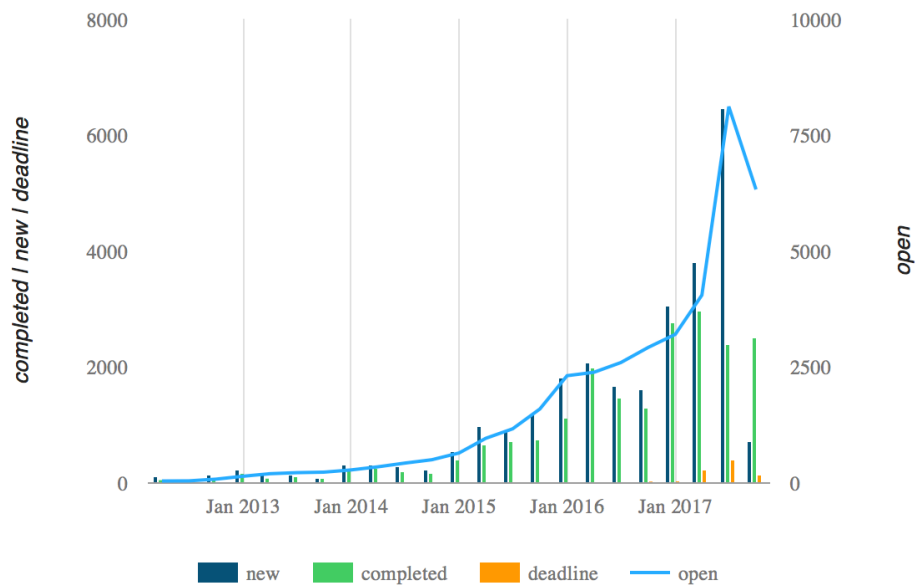
1) **Email Icon.** Lets look at the email icon. When an email is forwarded to your Priority Matrix the email icon will be added. Now you can see how many items you have which are based on an email.

2) **Fire Icon.** Another example is the fire icon. How many fire items were created this week compared to last? Hopefully, you will gradually see a decline in fires and a increase in positive icon based items :)

3) **Track Phone Calls.** Every item which is based off a phone call, go ahead and add the phone icon. Track how many phone calls you have, and personalize the item for each call!



## PRIORITY MATRIX BY APPFLUENCE



## Item Status by Date: Completed, New, and Open Items by Date

How many items are you completing compared to how many items are being created?

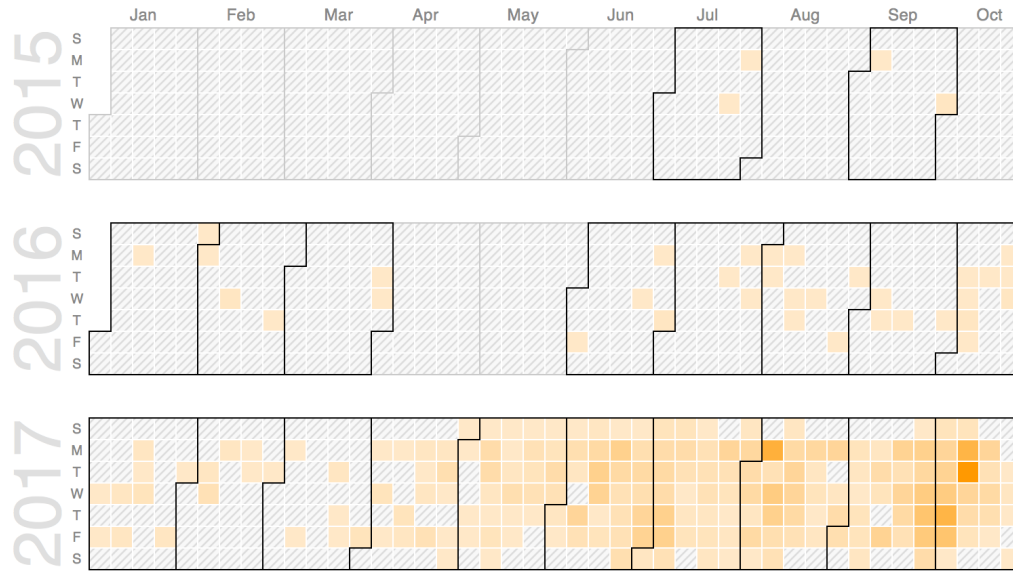
1) **Deadlines and Completions:** Are you completing items by the deadline, or are you setting more deadlines than you can meet? Dive in on this graph!

2) **Click on each part of the graph.** Don't forget to dive in on each graph to have an expanded view across various dates.

3) **New items vs Old items:** Are you creating new items and forgetting about the old ones? We all do this, and while we are excited for new achievements, its important not to forget about old ideas and crucial tasks. Keep and eye on your growth and completion rates with this graph!



## PRIORITY MATRIX BY APPFLUENCE



## Heat Graph: Decide When to Add More Deadlines

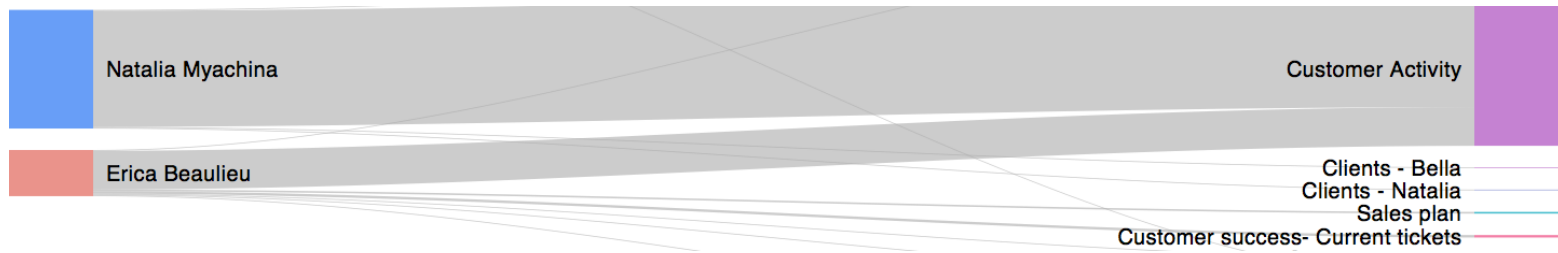
Do you constantly feel swamped and wonder when you can catch a break? Take a look at your heat map to see when you will be most busy.

1) **Planning.** It can be hard to know when you should create more projects, or assign tasks to others. Now, quickly at a glance, you can know when you have the most deadlines coming up.

2) **Workloads of others.** It is important to understand how busy your teammates are. Can you delegate another project to them? Take a look at their heat map to understand what their upcoming workload looks like.



# PRIORITY MATRIX BY APPFLUENCE



## User Focus: Select a Teammate to see in Which Project he/she is Working, or Select a Project to See Who is Working on it

Do you work in customer service, but feel like you are always working on items for other areas in the company? Use this graph to see what projects you are spending your time in.

1) **Your Project Focus:** Juggling several projects and not sure which one you are working on the most? Now you can track where you are spending your time and re-evaluate if need be! Make your time count!

2) **View User or Project:** Place your focus on a specific user by clicking their name, or select a project to emphasize which users are working in that project.

3) **For Managers:** Make sure your employees are staying focused and spending time where they should be. Getting wrapped up in projects that are not your responsibility can be easy, so be sure to help your employees stay on track.

# WHERE YOUR TEAM WORKS AS ONE

Priority Matrix helps teams visualize and communicate priorities so the right tasks are done at the right time.

Learn More About Priority Matrix

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