

80/20 RULE WORKSHEET

Purpose: Identify high-leverage activities that drive results.
20 % of your activities drive 80% of your results.

1. Identify all your tasks/projects. List under "Activities".
 2. Identify the impact % and time spent %.
 3. Delegate, eliminate, or optimize the bottom 80% (low impact %, high time spent %).
 4. Prioritize the top 20% (low time spent %, high impact %).
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Activities	Impact %	Time Spent %



HOW TO USE (PRO TIPS)

Identify “Positive 20%” AND “Negative 20%”

- Positive 20%: What 20% of actions/customers/efforts drive 80% of the results/profits?
- Negative 20%: What 20% of distractions/problems/people cause 80% of wasted time and stress?

Use for Learning & Productivity:

- Identify the 20% of study material that gives 80% of understanding (e.g., core concepts in a subject).
- Find the 20% of work tasks that provide most of the impact and delegate/eliminate the rest.

Use “Stacked 80/20s” for Exponential Gains:

- Once you find your top 20%, apply the 80/20 rule again to that subset → Find the top 4% driving 64% of results!

Question Everything:

- What am I doing that feels productive but isn't?
- If I could only work 2 hours a day, what would I focus on?

Focus on Leverage:

- Instead of working harder, find what gives the biggest return per unit of effort.

Pro Tip:

- Every week, track where your time/money/energy goes. Identify your 20% priorities and cut distractions.
 - Combine with delegation: If someone else can do a task at 70% of your skill level, delegate it.
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QUESTIONS TO REFLECT ON

Identifying High-Impact Areas:

- What are the top 20% of tasks or decisions that consistently deliver 80% of your desired outcomes (e.g., revenue growth, personal satisfaction, productivity)?
- In your daily routine or work process, which activities yield the highest value relative to the time invested?

Evaluating Resource Allocation:

- How can you reallocate your time, energy, or money from low-impact activities to those high-impact ones?
- Are there any habits or recurring expenses that offer minimal returns and could be reduced or eliminated?

Exploring Efficiency in Different Contexts:

- In managing your finances, which investments or spending habits contribute most significantly to your long-term stability?
 - When tackling personal projects, what small, high-yield actions could be prioritized to create a bigger difference overall?
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