

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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BACKWARD CHAINING

WORKSHEET

Purpose: Solve problems by working backward.

1. Define the goal.
 2. What needs to happen right before achieving it?
 3. Continue backward until you reach the present.
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What is the end goal/objective?

How did I get there?

How did I get there?

How did I get there?

How did I get there?

How did I get there?

How did I get there?

Action I will take to get there starting today?



HOW TO USE (PRO TIPS)

Goal Clarity:

- Clearly define your ultimate goal at the top of a worksheet. Then list prerequisites or conditions that must be met to reach that goal.
- Ensure that each backward step is specific, measurable, and time-bound.

Sequential Mapping:

- Create a flowchart that maps out each step in reverse order.
- Identify dependencies and decision points.
- Validate each step by asking, "If I had this in place, would it logically lead to the next required step?"

Identify Gaps and Bottlenecks:

- Use the process to uncover hidden obstacles or missing resources.
- Brainstorm alternative routes or contingencies if a particular step proves problematic.

Iterative Refinement:

- Review the entire chain with stakeholders to ensure feasibility and alignment with broader objectives.
 - Update the chain as circumstances change, maintaining flexibility in planning.
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QUESTIONS TO REFLECT ON

Defining the Ultimate Goal:

- What is your final, most important goal (e.g., achieving financial independence, launching a successful project, maintaining work-life balance)?
- How would you know, in concrete terms, that you've achieved this goal?

Mapping the Steps in Reverse:

- What is the immediate step right before reaching your goal?
- What conditions or milestones need to be met at each preceding stage to ensure the next step is possible?

Identifying Dependencies and Obstacles:

- For each step, what resources, information, or support do you need?
- What potential obstacles could derail a particular step, and how might you mitigate them?

Ensuring Alignment with Long-Term Vision:

- How does each backward step align with your overall values and priorities?
 - In what ways can you adjust your current practices to better support these critical steps?
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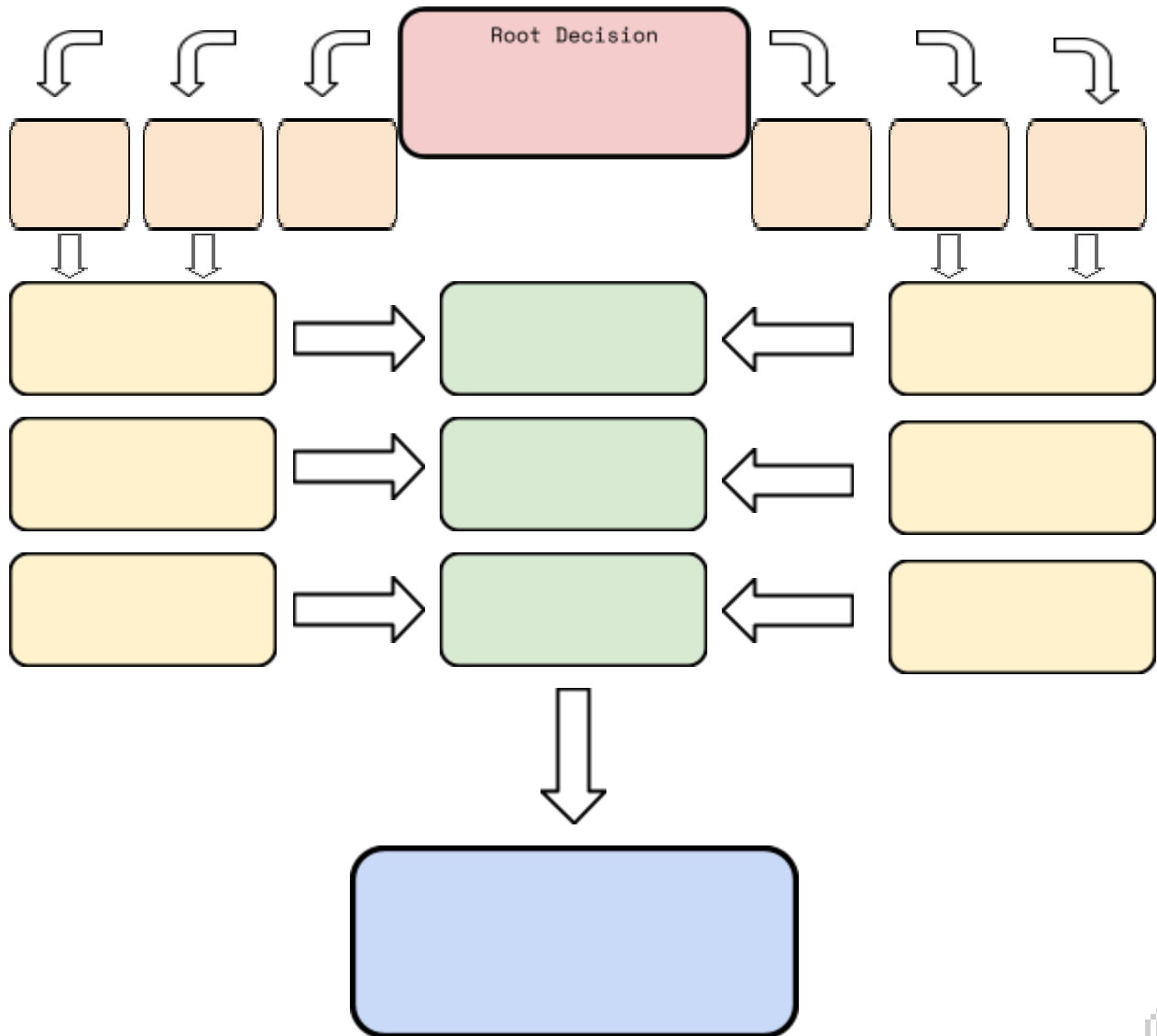


DECISION TREE

WORKSHEET

Purpose: Visualize choices and outcomes.

1. What's the decision? (first node, red)
2. List possible choices. (second node, orange)
3. Map out consequences. (third nodes, yellow)
4. Prioritize accordingly. (fourth node, green)
5. Figure out the number one priority. (fifth node, blue)



HOW TO USE (PRO TIPS)

Incorporate Sensitivity Analysis:

- Explore how changes in assumptions (like varying probabilities or costs) affect the overall outcome.
- Include "what if" branches that show alternative scenarios.

Utilize Weighting for Branches:

- Instead of merely picking the branch with the highest probability, calculate an expected value that considers both likelihood and impact.

Keep It Manageable:

- Avoid overcomplicating the tree; if it becomes too unwieldy, simplify by focusing on the most critical decision points. Use grouping techniques for similar outcomes to keep the structure lean.

Iterative Refinement:

- Start with a rough draft of your decision tree, then refine it as new insights come in. Regularly update the tree to reflect changes in the environment.

Visual Clarity:

- Use color-coding or symbols to differentiate between positive and negative outcomes, or to indicate levels of uncertainty.
- Tools like decision tree software or simple flowchart applications can help visualize complex branches more clearly.

Incorporate Contingency Plans:

- Build branches that reflect fallback options if primary decisions don't work out.



→ Ask yourself: “If this branch leads to a less-than-ideal outcome, what’s the backup plan?”

Document Assumptions:

→ Clearly note the assumptions behind each branch. This practice helps you and others understand the rationale behind decisions and makes it easier to adjust if assumptions prove incorrect.



QUESTIONS TO REFLECT ON

Decision Clarity:

- What is the main decision you need to make, and what defines success for you?
- What are the initial choices or branching points available?

Outcome Analysis:

- For each branch, what short-term and long-term consequences (financial, personal, operational) might occur?
- How do risks factor into each outcome?

Prioritization and Trade-offs:

- Which branch offers the highest benefit versus risk? How are you weighing the trade-offs?
- In which scenario is a quick decision more critical than thorough analysis, and vice versa?

Iterative Review:

- How can you incorporate feedback or new data at each decision node to update the tree dynamically?
 - What “if” scenarios can you explore to stress-test your decision-making process?
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INVERSION WORKSHEET

Purpose: Solve problems by flipping them (e.g., "How can I fail at this?").

1. What's your goal?

2. What are all the ways you could fail at achieving this?

3. How can you prevent those failures?

Desired outcomes?

What would cause failure?



HOW TO USE (PRO TIPS)

Ask: "How Can I Fail?" Instead of "How Can I Succeed?"

- If your goal is getting fit, list ways to fail: "Eat junk, avoid exercise, ignore sleep."
- Now, do the opposite to succeed.

Use for Problem-Solving in Business & Life:

- Sales Strategy: Instead of "How do I sell more?" ask, "How do I lose customers?" (e.g., bad service, slow response).
- Productivity: Instead of "How do I focus?" ask, "How do I destroy focus?" (e.g., notifications, multitasking). Remove distractions.

Use "Elimination Thinking" to Improve Performance:

- Instead of adding solutions, remove problems.
- Example: Instead of "What can I do to be healthier?" ask, "What am I doing that's unhealthy?"

Think in Worst-Case Scenarios & Stress-Test Your Plan:

- If launching a project, ask: "What could go horribly wrong?"
- Use that list to prevent failure.

Combine with 80/20 Rule:

- Instead of finding the top 20% that works, identify the bottom 20% that ruins progress—and eliminate it.

Pro Tip:

- Use inversion to challenge assumptions. Instead of asking, "How do I succeed?" ask, "How do I guarantee failure?"
 - Sometimes, removing the bad is more powerful than adding the good.
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QUESTIONS TO REFLECT ON

Flipping Assumptions:

- What would a plan look like if you set out to guarantee failure rather than success? Which critical elements become glaringly obvious as you reverse-engineer the worst-case scenario?
- How do your current assumptions about success blind you to potential risks, and how might inversion reveal hidden vulnerabilities?

Designing for Failure:

- Imagine you deliberately designed your strategy to fail—what would you do differently, and how could that inform a more robust, resilient approach?
- What “anti-best practices” emerge when you ask, “How can I ensure this project fails?” and how can those insights be used to safeguard against those pitfalls?

Uncovering Radical Insights:

- How might thinking in reverse help you identify opportunities that a standard, forward-thinking approach would miss?
 - Reflect on a past decision—what if you had inverted your thinking? What alternative strategies might have emerged, and how could they have improved the outcome?
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OODA LOOP WORKSHEET

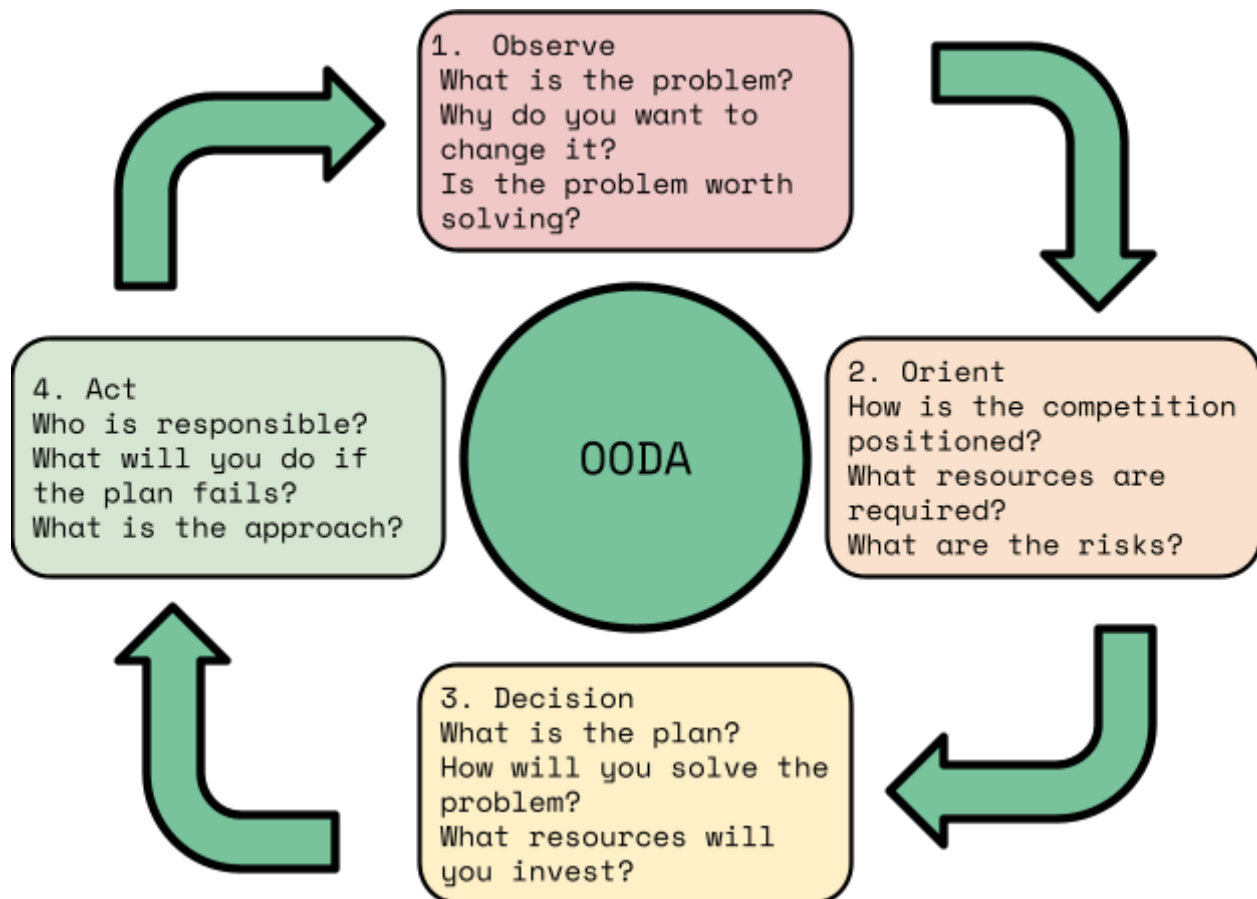
Purpose: Make quick, iterative decisions.

1. What's happening? (Observe)
2. What does it mean? (Orient)
3. What will you do? (Decide)
4. Take action & adjust. (Act)
5. Do it again. (Loop)

1. Observation:

2. Orientation:

3. Decision:



HOW TO USE (PRO TIPS)

Rapid Cycle Execution:

- Break down complex decisions into cycles of observation, orientation, decision, and action.
- Use a loop diagram in a worksheet to map out each stage and the time allocated to it.

Continuous Learning:

- After each cycle, set aside time for reflection—what worked, what didn't, and why.
- Update your situational awareness continuously as conditions change.

Scenario Simulation:

- Regularly simulate scenarios where you must quickly cycle through the OODA loop.
- Incorporate real-time data and feedback to improve your “orient” stage, which is critical in adapting to new information.

Integration with Other Tools:

- Combine OODA loops with decision trees or SWOT analyses to create a robust framework for rapid, yet informed, action.
 - Document lessons learned from each cycle to refine your process over time.
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QUESTIONS TO REFLECT ON

Cycle Optimization:

- What are the key indicators you use in the “Observe” phase to capture the true state of your environment—financial trends, customer feedback, or operational data?
- How can you refine your “Orient” process to quickly reinterpret evolving information in light of changing circumstances?

Rapid Decision-Making:

- How do you determine the optimal moment to transition from “Decide” to “Act” in scenarios ranging from emergency response to strategic business pivots?
- What potential biases might slow your cycle, and how can you structure your loop to mitigate these delays?

Feedback and Learning:

- After acting, what systematic methods do you use to capture feedback, and how does this new information feed back into your next OODA cycle?
 - Reflect on a past decision cycle: what would you do differently if you could speed up or adjust one phase of the loop?
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REVERSIBLE IRREVERSIBLE WORKSHEET

Purpose: Make better choices by distinguishing between reversible and irreversible decisions.

1. Describe the decision. Is it reversible or irreversible?
2. For reversible decisions: What's the easiest way to test it?
3. For irreversible decisions: What additional research is needed?

Topic/problem/decision:

Reversible (low risk, can be changed, quick decision-making)

Irreversible (high impact, cannot be undone, requires careful analysis)



HOW TO USE (PRO TIPS)

Decision Categorization:

- Create a decision matrix that splits decisions into “Reversible” (low cost, easy to experiment with) and “Irreversible” (high impact, significant cost to change).
- For reversible choices, allow for quick iterations and trial runs; for irreversible ones, plan with detailed research and contingency plans.

Risk Assessment:

- Assign a “reversibility score” (e.g., on a scale from 1 to 10) to gauge how easy it is to undo a decision.

Incremental Testing:

- For decisions with uncertainty, start small. Pilot the decision in a controlled, reversible environment before scaling it up. Document outcomes and learnings to refine further decisions.

Time Sensitivity:

- Recognize that irreversible decisions often demand a more extended planning cycle, while reversible decisions can be made more quickly.
 - Incorporate feedback loops to catch and correct mistakes in reversible scenarios.
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QUESTIONS TO REFLECT ON

Risk and Flexibility Assessment:

- What are the criteria you use to classify a decision as reversible or irreversible in contexts such as investment, career choices, or personal commitments?
- How do you weigh the emotional and financial costs of making an irreversible decision, and what strategies do you have in place to mitigate potential regrets?

Testing and Iteration:

- In situations where uncertainty exists, how might you design a reversible “pilot” or experiment to test your assumptions before fully committing?
- Reflect on a past irreversible decision: what signals did you miss that could have indicated an alternative approach, and how would you adjust your process next time?

Long-Term Impact:

- How does your decision-making process ensure that reversible decisions lead to incremental improvements, while irreversible ones are only taken after thorough analysis?
 - What feedback mechanisms do you have in place to review the outcomes of irreversible decisions over time, ensuring that they align with your long-term objectives?
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