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 %).

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.

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?

Cynefin Framework Worksheet

Purpose: Categorize problems for better decision-making.

1. Define the problem.
2. Which category does it fit?
3. Choose the best approach based on category.

My problem/obstacle/decision:

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Clear (Sense-Categorize-Respond)   Complicated (Sense-Analyze-Respond)

Complex (Probe-Sense-Respond)   Chaotic (Act-Sense-Respond)

How To Use (Pro Tips)

Context Assessment:
- ➔ Develop a simple assessment tool or checklist to help categorize your situation into one of the five Cynefin domains.
- ➔ Use guiding questions: "Is the relationship between cause and effect obvious, or does it emerge only in hindsight?"

Tailor Your Approach:
- ➔ In a clear domain, rely on best practices; in a complicated domain, seek expert analysis.
- ➔ For complex situations, use safe-to-fail experiments (probe, sense, respond).
- ➔ In chaos, take decisive, stabilizing actions (act, sense, respond).
- ➔ If you're in disorder, focus on gathering sufficient information to re-categorize the situation.

Dynamic Application:
- ➔ Recognize that contexts can shift over time. Regularly review your classification and be ready to adjust your management style accordingly.
- ➔ Document examples and case studies of past decisions to learn when a shift occurred and how best to respond.

Facilitate Collaborative Sensemaking:
- ➔ Use group discussions to collectively determine the domain you are operating in—diversity of perspective can prevent misclassification.
- ➔ Incorporate visual aids into team meetings to remind everyone of the current context and appropriate responses.

Questions To Reflect On

Domain Identification:
- → What key characteristics of the current situation signal that it belongs to the Clear, Complicated, Complex, Chaotic, or Disorder domain?
- → Which concrete examples or indicators (data, feedback, events) support your classification?

Response Strategy:
- → Based on the domain, what is the recommended approach (sense-categorize-respond, analyze, probe-sense-respond, etc.)?

Assumption Check:
- → What assumptions are you making about cause and effect in this context, and how could they be challenged?
- → In what ways could new information force a reclassification of the situation?

Application Context:
- → In a business or financial scenario, how does the framework help you decide whether to stick to standard procedures or innovate?
- → For personal or team challenges, how can you leverage the Cynefin insights to tailor your problem-solving strategy?
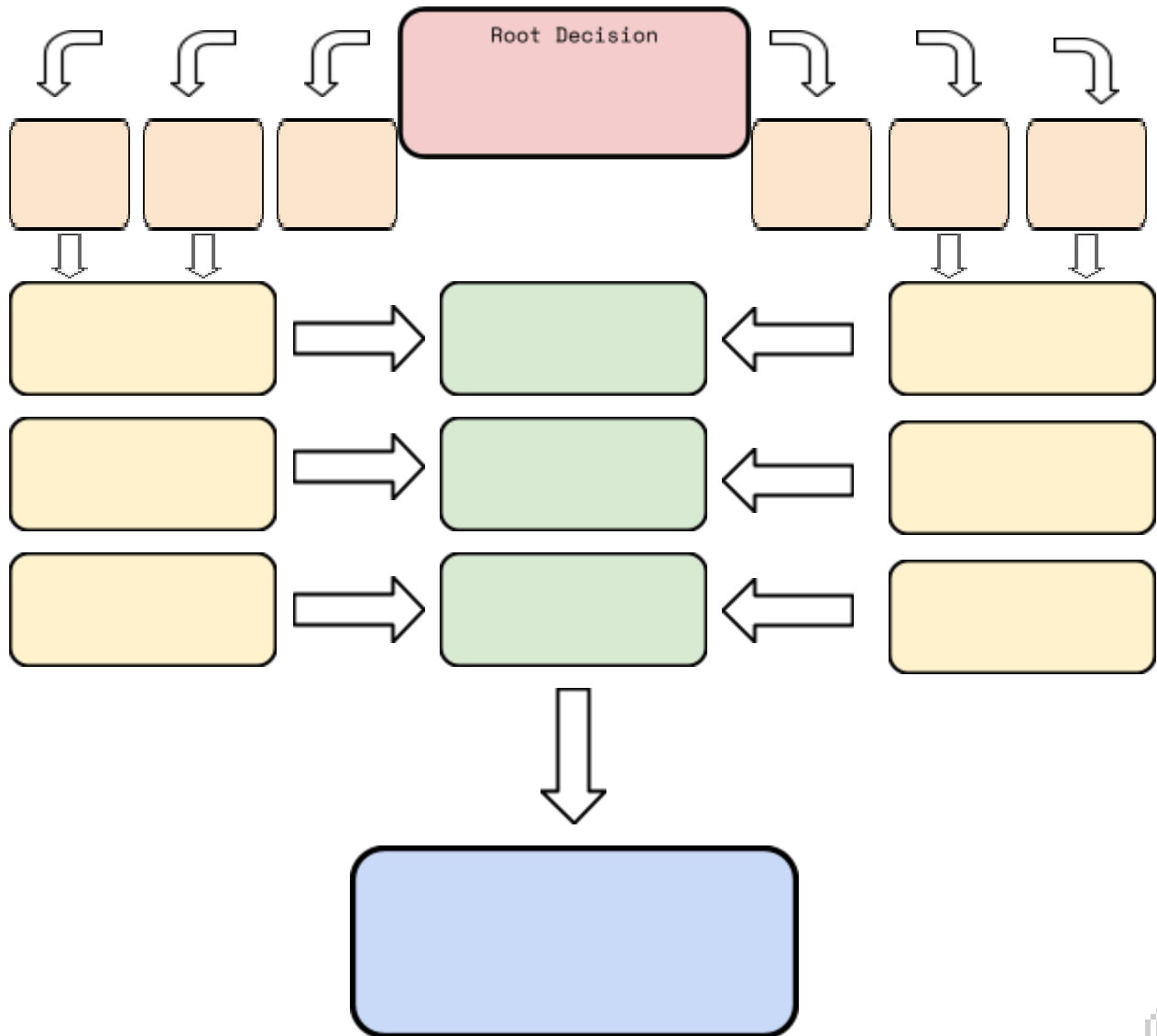
Decision Tree Worksheet

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)

Root Decision

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?

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.

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?

Strengths Based Thinking Worksheet

Purpose: Identify personal strengths and leverage them.
1. List your top strengths.
2. How do they show up in your work/life?
3. How can you double down on them?

Strengths	How I Use Them	More Ways To Use Them

How To Use (Pro Tips)

Stop Fixing Weaknesses—Double Down on Strengths:

➔ Instead of trying to be "well-rounded," build a spiky skill set (be great at a few things).

Use Strengths to Solve Weaknesses:

➔ If you're bad at details but great at vision, partner with detail-oriented people.

Identify What Feels Easy to You (But Hard to Others):

➔ Your unfair advantage is often what comes naturally to you.

Use "Energy Audit" to Find Strengths:

➔ Track your work for a week and note:

◆ What tasks drain you?

◆ What tasks energize you?

Pro Tip:

➔ Your highest value work happens where your strengths meet what the world values.

➔ If you're struggling, you may be playing the wrong game—shift to your natural talents.

QUESTIONS TO REFLECT ON

Core Strength Identification:

➔ What are the skills or traits that come most naturally to you, and how have they contributed to your past successes?

➔ How can you articulate these strengths in measurable terms (e.g., achievements, impact on team performance, personal milestones)?

Leveraging Strengths:

➔ In challenging situations, how can you use your inherent strengths to overcome weaknesses or obstacles?

➔ How can you align your strengths with your long-term goals, whether in personal development or professional advancement?

Feedback and Growth:

➔ What constructive feedback have you received that aligns with your strengths, and how have you leveraged that to further enhance your abilities?

➔ How can you create a plan to develop complementary skills that reinforce your natural talents and mitigate areas of vulnerability?