# 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?

# 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.

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.

# 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?

# 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)

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**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?

# 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?