

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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DIVIDE AND CONQUER

WORKSHEET

Purpose: Break complex problems into smaller, manageable parts.

1. **Main Problem:** Define the challenge/action/decision.
2. Break into **key sub-problems**.
3. Divide each sub-problem into **action steps**.
4. **Execute** one step at a time.

Main Problem	Sub-Problem	Sub-Problem	Sub-Problem	Action Step



HOW TO USE (PRO TIPS)

Break a Problem Down Until It's Easy:

- If a task feels overwhelming, it's not divided enough.
- Keep breaking it down until the next step feels obvious.

Use the "Recursive 3-Step Breakdown":

- Step 1: What's the big problem?
- Step 2: Split it into three smaller subproblems.
- Step 3: For each subproblem, repeat until manageable.

Apply the "Lego Block" Strategy:

- Complex projects become modular when broken into independent parts (like a Lego set).
- **Example:** Instead of "Write a book," break it down into "Outline → Research → Draft → Edit → Publish." And break down each of the steps as well.

Prioritize: Solve the Hardest or the Easiest First?

- **Hardest First:** Clears major roadblocks early.
- **Easiest First:** Builds momentum and reduces mental resistance.

Use for Mental Clarity:

- If overwhelmed, write down everything on your mind and break it into smaller, solvable parts.

Pro Tip:

- If stuck, ask: "What's the smallest step I can take right now?"
 - If a problem seems impossible, you haven't divided it enough.
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QUESTIONS TO REFLECT ON

Problem Breakdown:

- What is the overarching challenge, and what are its main components or sub-problems?
- Which parts of the problem seem the most complex, and which are simpler to address?

Prioritizing Sub-Problems:

- What is the logical order in which the sub-problems should be tackled? (Consider dependencies and urgency.)
- Which sub-task will have the greatest impact on progressing toward your overall goal?

Resource and Skill Allocation:

- What resources (time, money, skills) are required for each identified sub-problem?
- How can you assign tasks (to yourself or your team) based on each person's strengths?

Success Metrics:

- How will solving each sub-problem contribute to solving the larger challenge?
 - What milestones or indicators will tell you that a particular segment has been successfully resolved?
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IMPACT EFFORT MATRIX

WORKSHEET

Purpose: Prioritize tasks based on effort vs. impact.

1. List all tasks/projects.
2. Plot them in the matrix.
3. Decide what to focus on first.

My tasks/projects:

High-Impact Low-Effort (Do)

High-Impact High-Effort (Decide)

Low-Impact Low-Effort (Delegate)

Low-Impact High-Effort (Delete)



HOW TO USE (PRO TIPS)

Avoid the "High-Effort, Low-Impact" Trap:

- Many people over-focus on tasks that feel important but don't move the needle.
- Before committing to work, ask: "Is this truly necessary?"

Prioritize "Quick Wins" and "Strategic Bets":

- **Quick Wins:** Low-effort, high-impact tasks (immediate results).
- **Strategic Bets:** High-effort, high-impact tasks (long-term gains).

Set an "Effort Budget":

- If a task is high-effort, ask, "How can I reduce the effort without sacrificing impact?"
- Can you delegate, automate, or simplify it?

Reverse Engineer Big Goals:

- If something seems high-effort, break it down into smaller, manageable low-effort steps.

Pro Tip:

- Before starting a task, plot it on the Impact-Effort Matrix.
 - If something is low-impact AND high-effort, eliminate it immediately.
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QUESTIONS TO REFLECT ON

Beyond Quantification:

- How do you define “impact” in qualitative terms—such as emotional, strategic, or long-term benefits—beyond immediate measurable outcomes?
- Reflect on a task that seemed low-effort yet yielded surprisingly transformative results. What factors contributed to that success?

Uncovering Hidden Opportunities:

- Are there tasks you initially dismissed as high effort that might be broken down further to reveal a high-impact core?
- How might personal biases in estimating effort or impact be skewing your prioritization, and what objective data can help recalibrate your judgments?

Strategic Resource Allocation:

- In what ways can you reassign resources from tasks that are “effort sinks” to those with exponential returns, even if they seem less obvious at first glance?
 - How can you build in flexibility to reassess tasks as conditions evolve, ensuring that your matrix remains dynamic and reflective of real-world shifts?
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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?
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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?
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