

# 80/20 RULE WORKSHEET

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**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)

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## **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

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## **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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# FIVE WHYS WORKSHEET

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**Purpose:** Get to root causes.

1. State the problem.
  2. Ask "Why?" five times.
  3. Build on each answer.
  4. Identify the root cause.
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What is the problem/decision/action/obstacle?

Why?

Why?

Why?

Why?

Why?

What is the root cause?



# HOW TO USE (PRO TIPS)

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## **Systematic Inquiry:**

- Create a worksheet with a vertical chain of questions. Write the problem at the top, then below it, sequentially ask “Why did this happen?” for at least five iterations.
- Ensure each answer is specific and based on factual observations, not opinions.

## **Avoid Superficial Answers:**

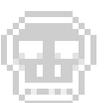
- Dig deep: if the answer seems obvious, push further with additional “why” questions.
- Sometimes it may take more than five iterations—but aim to keep it concise.

## **Collaborative Exploration:**

- In group settings, have multiple team members contribute different perspectives to the chain.
- Compare chains to see if they converge on a common root cause.

## **Validation:**

- Once a root cause is identified, test it by hypothesizing solutions and verifying whether addressing that cause mitigates the problem.
  - Document both the process and the findings for future reference.
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# QUESTIONS TO REFLECT ON

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## **Beyond Surface Causes:**

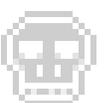
- What initial “why” seems too obvious, and how might a deeper investigation reveal an underlying systemic issue?
- Consider a recurring problem in your work or life—how might different stakeholders offer alternative “why” answers, and what does that say about the problem’s complexity?

## **Balancing Depth with Clarity:**

- At what point might asking “why” too many times risk overcomplicating the issue, and how do you decide when you’ve reached the core cause?
- How can you validate that the ultimate “why” truly addresses the root issue, rather than just a symptom of a broader challenge?

## **Uncovering Hidden Patterns:**

- In what ways might the root cause you identify be interconnected with other challenges or systemic issues in your environment (such as organizational culture or financial habits)?
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# IMPACT EFFORT MATRIX

## WORKSHEET

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**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.

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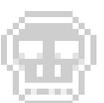
My tasks/projects:

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)

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## **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

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## **Beyond Quantification:**

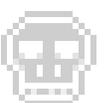
- How do you define “impact” in qualitative terms—such as emotional, strategic, or long-term benefits—beyond immediate measurable outcomes?
- Reflect on a task that seemed low-effort yet yielded surprisingly transformative results. What factors contributed to that success?

## **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

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**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)

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## **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.

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# QUESTIONS TO REFLECT ON

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## **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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