

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?
-



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.
-



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?
-



FEYNMAN TECHNIQUE

WORKSHEET

Purpose: Master complex concepts by simplifying them.

1. Write a basic explanation of the concept.
2. Where do you struggle? What confuses you?
3. Refine your explanation in simpler terms.
4. Reassess: What still needs work?
5. Learn and repeat the loop.

| Explain the concept in your words: | Identify gaps in understanding: | Simplify like explaining to a toddler: | Review what knowledge you are missing: |
|------------------------------------|---------------------------------|--|--|
| | | | |

| Explain the concept in your words: | Identify gaps in understanding: | Simplify like explaining to a toddler: | Review what knowledge you are missing: |
|------------------------------------|---------------------------------|--|--|
| | | | |



HOW TO USE (PRO TIPS)

Force Simplicity:

- After researching your topic, write an explanation in plain language as if you were teaching an eight-year-old.
- Use simple analogies, diagrams, or sketches to bridge gaps between complex ideas and everyday concepts.
- Review your explanation and ask yourself, “Would someone with no background understand this?”

Identify Knowledge Gaps:

- When you struggle to explain a part, mark it. Then, revisit your source material for clarification.
- Keep a running list of “I don’t get this”. Address them one by one to ensure a complete grasp of the subject.

Teach and Iterate:

- Explain the concept to a peer or record a video of your explanation; feedback can reveal hidden misunderstandings.
- Revise your notes and explanation until you can teach the concept confidently.

Mix Modalities:

- Combine written, verbal, and visual explanations.
-



QUESTIONS TO REFLECT ON

Balancing Simplicity and Depth:

- Which parts of the concept you're trying to master are most resistant to simplification, and why do you think these complexities exist?
- Reflect on a moment when your simplified explanation uncovered gaps in your understanding. How does this tension between simplicity and complexity reveal deeper layers of the subject?

Personal and Professional Stakes:

- How would misinterpreting or oversimplifying this concept affect your long-term decision-making—be it in managing finances, leading a project, or guiding your team?
- What real-world challenges or failures might occur if you fail to fully internalize and accurately teach this concept?

Iterative Refinement Through Teaching:

- How can you leverage teaching (to peers, a mentor, or even a simulated audience) as a tool to expose hidden assumptions in your own understanding?
 - What unexpected questions did your audience ask, and what do these reveal about the limitations or blind spots in your explanation?
-



FIVE WHYS WORKSHEET

Purpose: Get to root causes.

1. State the problem.
 2. Ask "Why?" five times.
 3. Build on each answer.
 4. Identify the root cause.
-

What is the problem/decision/action/obstacle?

Why?

Why?

Why?

Why?

Why?

What is the root cause?



HOW TO USE (PRO TIPS)

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.
-



QUESTIONS TO REFLECT ON

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)?
-



SPACED REPETITION WORKSHEET

Purpose: Improve long-term retention through strategic review timing.

1. What are you learning?
2. Create a spaced repetition schedule.
3. Track and rate each review session. (1-10)

| Subject | Day 1 | Day 3 | Day 7 | Day 14 | Day 30 |
|---------|-------|-------|-------|--------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



HOW TO USE (PRO TIPS)

Customize Your Intervals:

- Use software (like Anki or RemNote) to adjust intervals based on your performance; harder items should come up more frequently.
- Track your “forgetting curve” and adjust the repetition schedule accordingly.

Active Recall Integration:

- Pair spaced repetition with active recall—don’t just re-read flashcards, force yourself to generate answers before checking them.
- Consider using different formats (text, images, audio) for the same item to reinforce memory through varied contexts.

Regular Reviews and Feedback:

- Periodically challenge yourself with cumulative reviews (e.g. tests, quizzes) to ensure long-term retention, not just short-term memorization.

Combine with Other Techniques:

- Mix in interleaving and varied practice sessions to strengthen understanding.
-



QUESTIONS TO REFLECT ON

Learning Efficiency:

- Which concepts or skills have you struggled to retain over time, and how can spaced repetition be tailored to reinforce these areas more effectively?
- How do you determine the ideal interval for reviewing a particular piece of information, considering both the complexity of the subject and your personal memory patterns?

Integration with Active Recall:

- How can you incorporate testing and self-quizzing into your spaced repetition schedule to boost long-term retention?
- What adjustments might you make to your review intervals based on performance metrics or moments of insight?

Real-World Application:

- How could you apply spaced repetition techniques to non-academic areas (e.g., learning new financial models, memorizing key business metrics, or developing a new habit)?
 - Reflect on a recent learning experience: how would a structured spaced repetition plan have changed your outcome?
-

