

TIME MANAGEMENT

THE 80:20 RULE

THE PARETO PRINCIPLE

20% of results are generated by 80% of unfocused effort

80% of results are achieved with only 20% of focused effort

Optimize your effort to ensure that as much of your time and energy as possible is concentrated on high payoff tasks

Optimization of effort ensures that you achieve the greatest benefit possible with the limited amount of time available



HOW TO PRIORITIZE

Consider short-term urgency and long-term importance

Assess the value

Sort tasks by estimated effort

Be flexible & adaptable – priorities may change

Know when to cut items

APPLYING THE PRINCIPLE

1. Write things down
2. Plan a weekly schedule & prioritize your list
3. Use a time management system
4. Think before acting: take time to answer a request; do not instantly respond
5. Learn to say “no”
6. Don’t do other people’s work – learn to delegate
7. Start projects early
8. Break large projects into smaller, manageable, achievable pieces
9. Don’t focus on unimportant details; Stay focused on important tasks.
10. Identify bad habits that steal your time
11. Build on your successes
12. Always keep long-term goals in mind - Keep a goals journal
13. Learn from your mistakes
14. Have confidence in yourself
15. Be persistent

“The essence of genius is simplification”

Perry Marshall