

Productivity Tips:

Doing less to get more done.



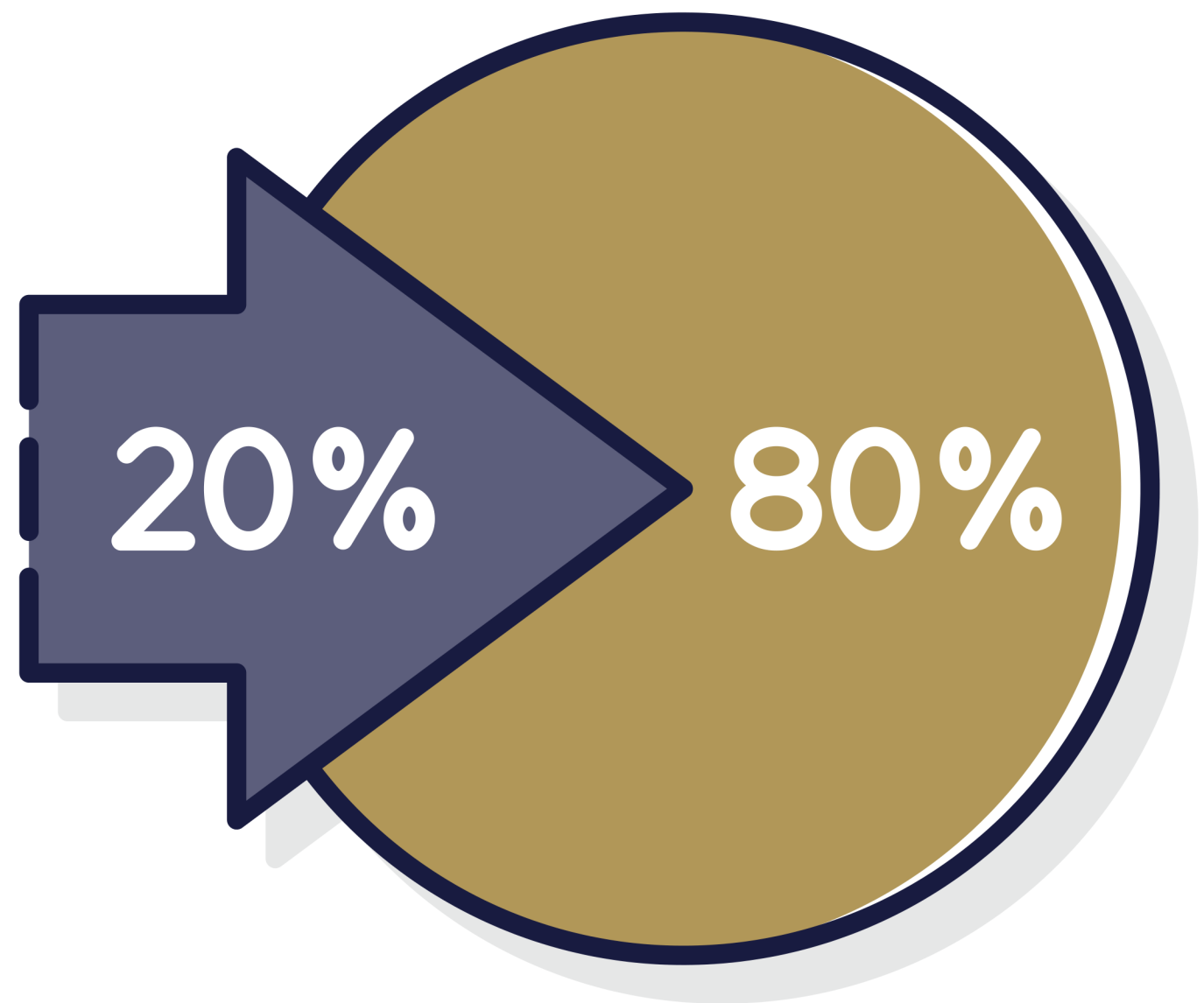
The Pareto Principle

What is the Pareto Principle?

Also known as the 80/20 rule, the Pareto principle states that 80% of effects comes from 20% of the causes. In other words, 20% of your time will net you 80% of results

How do you use it in Productivity?

First, understand that this rule can be applied to many different contexts, i.e. 80% of sales comes from 20% of clients, 80% of complaints stem from 20% of problems, etc. Once you find your context, apply the following steps.



1

Identify your context

Identify what results you are looking for (the 80), and then list out all relevant actions you could take (the 20) to achieve the results.

2

Prioritise your 20

Prioritise the actions you could take - a tool like the Eisenhower Matrix can be very useful for this. Basically, identify what the top 20% is of all actions you listed towards your desired results

3

Focused delivery on the 20

Deliver on the 20% of actions. Use tools such as Pomodoro and/or Kanban to maintain distraction-free productivity and highlight where there are constraints in delivery effectiveness.

4

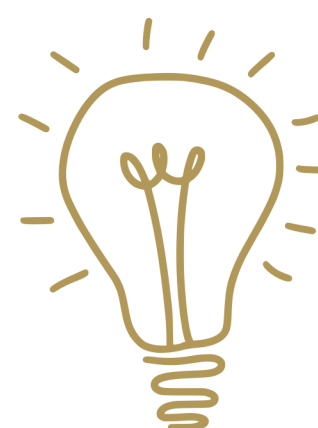
Analyse results of the 80

Remember, 80/20 is not an exact science, but rather a guide. Analysing your results is critical to inform future efforts.

5

Decide what to do next

Based on the analysis of your results, decide what to do next. Have you done enough and can stop? Do you need to refine 20? Is the 80 actually what you wanted?



Pro Tips:

- Pareto can be very useful in crisis and risk management - a small number of risks lead to major disruptions
- Portfolio Management - this can be a great guide for investment
- Leadership - Use for decision making and approach to delegation