

2009.07.03

MANAGING YOUR TIME BY USING THE 80/20 RULE (AND PRIORITIZING)

Keep in mind the 80/20 rule and you'll find yourself being 80% effective by achieving only 20% of your goals.

This is a vital principle in making our lives run efficiently and effectively. This rule needs to be understood. In order to make our lives be effective, we don't need to do everything. Don't try to do too many things. Do that which will prove to be the most worthwhile.

The perfectionist approach can add a dimension of frustration to your life. Our goal in life is to be effective, happy, well-balanced people -- not to do it perfectly and not to do it all.

This principle means that the significant items in a given group, constitute a relatively small portion of the total group. This is a very valid principle -- all the items are arranged in the order of value; 80% of the value will come from 20% of the items.

When you're feeling overwhelmed, don't try and do it all -- just prioritize the things that need to be done in the order of their importance, and do the most important things first. This will give you the best results.

Three Important Steps

1. Prioritize what needs to be done and do the most important ones first.
2. In problem-solving, don't try and solve the whole problem at once. First realize where the problem is being created and solve that portion of the problem first. Take one small part at a time.
3. Simplify your expenditure of effort and energy by moving the 80% away from you -- out of daily contact.

THIS WILL HELP YOU TO WORK SMARTER AND NOT HARDER.

Read by Ken Haystead & Marge Lakes
July 3, 2009