

## The Pareto Principle

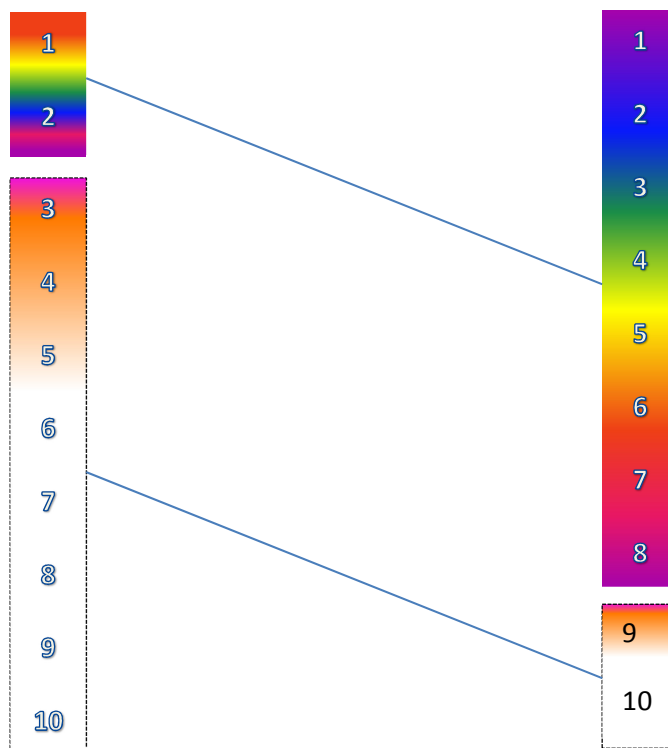
20 percent of your priorities will give you 80 percent of your production.

IF

You spend your time, energy, money and personnel on the top 20 percent of your priorities.

PRIORITIES

PRODUCTION



PARETO

DATE \_\_\_\_\_

|   |  |
|---|--|
| <p><b>PHONE CALLS TO MAKE</b></p> <p>1. _____ <input type="checkbox"/></p> <p>2. _____ <input type="checkbox"/></p> <p>3. _____ <input type="checkbox"/></p> <p>4. _____ <input type="checkbox"/></p> | <p><b>PERSONAL NOTES</b></p> <p>1. _____ <input type="checkbox"/></p> <p>2. _____ <input type="checkbox"/></p> <p>3. _____ <input type="checkbox"/></p> <p>4. _____ <input type="checkbox"/></p> |
|---|--|

20/80 TIME

| ORDER OF PRIORITY | TIME ALLOWED | DESCRIPTION-list of things to do <u>NOW</u><br><i>(HIGH IMPORTANCE; HIGH URGENCY)</i> | COMPLETED                |
|-------------------|--------------|---|--------------------------|
| 1.                | _____        | _____   | <input type="checkbox"/> |
| 2.                | _____        | _____   | <input type="checkbox"/> |
| 3.                | _____        | _____   | <input type="checkbox"/> |
| 4.                | _____        | _____   | <input type="checkbox"/> |
| 5.                | _____        | _____   | <input type="checkbox"/> |
| 6.                | _____        | _____   | <input type="checkbox"/> |
| 7.                | _____        | _____   | <input type="checkbox"/> |
| 8.                | _____        | _____   | <input type="checkbox"/> |
| 9.                | _____        | _____   | <input type="checkbox"/> |
| 10.               | _____        | _____   | <input type="checkbox"/> |

**LIST OF THINGS TO DO**

*(HIGH IMPORTANCE; LOW URGENCY)*

|    |       |                          |
|----|-------|--------------------------|
| 1. | _____ | <input type="checkbox"/> |
| 2. | _____ | <input type="checkbox"/> |
| 3. | _____ | <input type="checkbox"/> |
| 4. | _____ | <input type="checkbox"/> |
| 5. | _____ | <input type="checkbox"/> |
| 6. | _____ | <input type="checkbox"/> |
| 7. | _____ | <input type="checkbox"/> |
| 8. | _____ | <input type="checkbox"/> |

**LIST OF THINGS TO DELEGATE**

*(LOW IMPORTANCE; HIGH URGENCY)*

|    |       |                          |
|----|-------|--------------------------|
| 1. | _____ | <input type="checkbox"/> |
| 2. | _____ | <input type="checkbox"/> |
| 3. | _____ | <input type="checkbox"/> |
| 4. | _____ | <input type="checkbox"/> |
| 5. | _____ | <input type="checkbox"/> |
| 6. | _____ | <input type="checkbox"/> |
| 7. | _____ | <input type="checkbox"/> |
| 8. | _____ | <input type="checkbox"/> |