

The Pareto Principle

SPRING CLEAN

20% OF THINGS CAUSE 80% OF RESULTS



For the purpose of this spring clean of our lives we are looking at things that can be subtracted. Therefore we want to look at the 20% of things that cause 80% of our problems. Fill out the table below for the areas that apply and add in some of your own if needed.

80% of my...	Is cause by...
Frustration	
Stress	
Anger	
Upset	
Tiredness	
Lack of time	
<i>(Fill in others for you....)</i>	

This task is designed to highlight the problems and negative things in your life but only so that we can find solutions. Being a positive teacher is not about ignoring the problems or difficulties because we can only keep that up for so long.

To really master both our time management and our emotions we must first become aware of where the problems lie. On the next page I invite you to take the key issues you've identified and work on a solution.

Implementing the Pareto Principle to Improve your Life

The basic principle is to cut out the 20% of things that cause you 80% of your problems and focus more on the 20% of things that bring you 80% of the favourable results you desire.

For example:

If lots of time is wasted for you replying to emails - you could just cut this out - stop replying. But this may lead to problems. Instead, set boundaries and let people know you will only be checking your email twice a day at specific times and use an autoresponder. This way you are not being rude, you are simply scheduling your time and letting people know about it.

Or

If 80% of your frustration comes from interacting with one specific colleague who talks a lot - ignoring them may be a little extreme. But you could plan ways to spend less time with them, or have strategies in place to politely redirect them back on topic. You'll be surprised how planning this in advance can really help. You can't change other people but you can change your response and awareness of the problem is the first step.

PICK YOUR 3 TOP CAUSES OF PROBLEMS IN YOUR LIFE FROM THE PREVIOUS PAGE AND PLAN A SOLUTION BELOW

TOP 3	PROBLEM	CAUSE	SOLUTION
1			
2			
3			