How to do more with less

ITO INSPIRING PEOPLE

1 Things I do and should be doing

Topic

2 Prioritized list

Prio.	Topic
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

3 Apply “20/80 rule”

1. Check number of priorities and look up „80%“ value in the table to the right
2. Draw a red line in chart 2 beneath the „80%“ value
3. Scrap these topics beneath the line from your to do list

Example:

- *You have 10 topics/priorities*
- *80% value is 8*
- *Draw the line in chart 2 beneath „Prio. 8“*
- *Scrap priorities 9 and 10*

Prio.	*80%*
1	*1*
2	*2*
3	*3*
4	*3*
5	*4*
6	*5*
7	*6*
8	*7*
9	*7*
10	*8*
11	*9*
12	*10*
13	*11*
14	*11*
15	*12*
16	*13*
17	*14*
18	*15*
19	*16*
20	*16*