80/20 ANALYSIS FRAMEWORK

“Do 80/20 analysis constantly, so to analyze also the 20% of people or activities that are creating 80+% of my stress, consuming 80+% of my time, and as is almost always the case, the stuff that was consuming the most time did not overlap very much with the 20% that was most important.

On a regular schedule you’ll sit and do that 80/20 analysis and ask yourself what’s the 20% of my life that’s getting me the most impact, the 80% impact, and how do I stop doing the rest.

Look at the 20% that are the highest leverage positive things and I’ll focus on those. I’ll look at then the 20% most negative things that are consuming the most time, and try to eliminate those. There’s quite a bit in-between that in the end, often takes care of itself, but really keeping your eye ball of your to-do list are the 80-20 positive, and the not-to-do list for the 80-20 negative is huge.

When I’m really feeling overwhelmed, I actually focus on the negative, which is a good thing. I focus on eliminating as much as possible before I focus on doing more. What can I get rid of? What are the psychic anchors, which are like, tethering me to the ground where I’m trying to sprint forward, but I’m just dragging this weight behind me. I focus on a massive elimination first. I try to remove as much as possible so that I have fewer moving pieces to think about. So elimination is a huge part of why I get anything done.” – Tim Ferriss

STEP ONE – FOCUS

- Mute Cell Phone
- Close Outlook
- Close Chrome (or any other Browser)
- Take out a pad of Graph Paper

STEP TWO - THE CORE 80/20

Ask each question and brainstorm / write the answers down BY HAND on a sheet of paper.

BUSINESS
- What 20% of sources are creating 80% of my problems and unhappiness?
- What 20% of sources are resulting in 80% or my desired outcomes & happiness?

PERSONAL LIFE
- What 20% of sources are creating 80% of my problems and unhappiness?
- What 20% of sources are resulting in 80% or my desired outcomes & happiness?

STEP THREE - THE FOLLOW UP QUESTIONS

- If I was completely incapacitated and had to work two hours per day - what would I focus on?
- If I was even more incapacitated and had to work two hours per WEEK - what would I focus on getting done?
- What are the top three activities I use to fill time to feel as though I've been productive? What are my CRUTCH activities?
- When do I feel STARVED FOR TIME? What commitments, thoughts, and people can I eliminate to fix this problem?

STEP FOUR – ACTION

- 20% highest leverage positive things -> Defines TO DO LIST
- 20% most negative things (eliminate) -> Defines NOT TO DO LIST
- What is the financial impact (or other impact) of these activities?
- Can these activities be eliminated? How?
- Can these activities be delegated? How?
- Can these activities be automated? How?
- Define CONCRETE steps (especially next steps) for how to do each of the above.
- Focus on eliminating as much as possible FIRST.