



SCIENCE OF ACTION

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

“The goal is to find your inefficiencies in order to eliminate them and to find your strengths so you can multiply them.”

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.





SCIENCE OF ACTION

Action Priority Matrix

High

Impact

Low

Low

Effort

High





High

Impact

Low

Low

Effort

High

“Quick Wins”

“Major Projects”

“Fill Ins”

“Hard Slogs”

