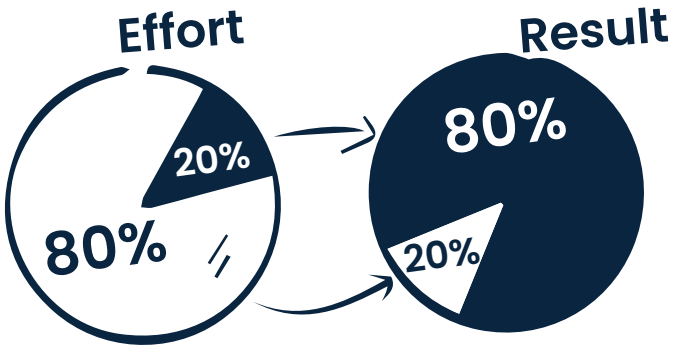
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Essential Learning Resource

Lead with the 80/20 Rule

The Pareto Principle, aka 80/20 rule



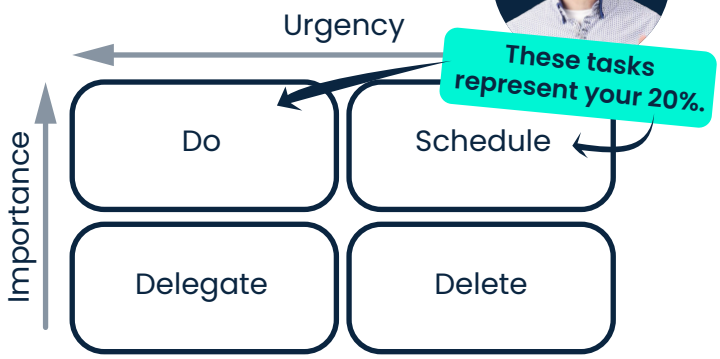
The principle, named after economist Vilfredo Pareto, states that roughly 80% of the effects come from 20% of the causes. In various contexts, this principle suggests that a significant portion of outcomes or results is often driven by a small percentage of inputs or efforts.

Focus 80% of Your Time on the Top 20% Critical Tasks!

Don't drown in unimportant tasks. Applying this rule will assist you in identifying which initiatives to prioritize so you can make the most impact.

To find your 20%, use the Eistenhower Matrix:





Invest 80% in Listening and 20% in Speaking.

Effective communication involves not only expressing yourself but also understanding others.

Prioritize listening over speaking to enhance communication, understanding, and collaboration.

Achieve this with:

Active Listening Skills

- Be Attentive
- Ask Open-Ended Questions
- Ask Probing Questions
- Paraphrase
- Summarize
- Request Clarification
- Be Attuned to and Reflect Feelings

Spend 80% of Your Time on Questioning and 20% on Answering.

Harness the power of questioning to guide your team in discovering solutions. Empower them to take ownership of their decisions.

Why not try this with the:

GROW Model

Goal - What are you looking to achieve?

Reality - What is the current situation?

Options -What are your options and obstacles?

Will - What will you do now?

Source: Sir John Whitmore

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