

Build Your *Supernatural* **BUSINESS** 5 day challenge

80/20 for Productivity

1. Choose a goal you want to accomplish
2. Brainstorm a list of all the potential actions you could take that might lead to you achieving this goal. Include any actions you're already doing as well as new ones. This is not the time for censorship.
3. Now the question to ask is: If I took 20% of these actions, which ones will get me the 80% results? Circle the top 20% category actions. (If you wrote 15, choose 3.) You are free to speculate here and give your best guess. Often we don't know until we try, but the more you engage this process, the better you'll get at determining which actions are going to be the most beneficial.
4. Work your circled items into your to do list. Don't take action on any 80% stuff until your 20%'s are complete. By then you probably won't have to do them.