



How Important is Prioritizing in Life? (9-8)

Life Prioritization = Success!

The ability to work towards a goal and the discipline to prioritize are essential to a leader's success.

The progressive realization of a goal defines success.

Prioritization has everything to do with the 80/20 rule, known as the Pareto Principle. Twenty percent of your priorities will give you eighty percent of your production, if you spend your time, energy, money, and personnel on the top twenty percent of your priorities.

Some Pareto Principle Examples

- Leadership – 20 percent of the people will make 80 percent of the decisions.
- Time – 20 percent of our time produces 80 percent of the results.
- Job – 20 percent of our work gives us 80 percent of our satisfaction.
- Counseling – 20 percent of the people take up 80 percent of our time.
- Speech – 20 percent of the presentation produces 80 percent of the impact.
- Products – 20 percent of the products bring in 80 percent of the profit.
- Personnel – 20 percent produce 80 percent of the sales and income.
- Reading – 20 percent of the book contains 80 percent of the content.
- Donations – 20 percent of the people will give 80 percent of the money.

In understanding the Pareto Principle, you will understand that 20 percent of the people in your organization will be responsible for 80 percent of the company's success and team success.

Prioritization Tips

The following tips will enable a leader to increase the productivity of their team, leaders in their organization, and those willing to work:

- Determine who your top 20 percent of production is.
- Spend 80 percent of your time with those in the top 20 percent (#1).
- Spend 80 percent of your personnel development dollars on 20 percent.
- Determine what 20 percent of the work gives 80 percent of the return – train someone to do the 80 percent mechanical work – this will free up the producer to do what they do best and produce more.
- Invite the top 20 percent to do on-the-job training for the next class of 20 percent producers.



The biggest part of what happens in anything we do is what we know – we teach what we know – we reproduce what we are.

As you build, review, and move forward in your goals and in the team, you develop make sure that you continually review everyone in your team.

Identify WHO the Top 20 Percent are in Your Organization / Team

If you do not know how to do this, follow the format below:

- Make a list of everyone in your team/organization – if you do not have anyone in your team, start and keep working and you will.
- Ask the following question about each person in your team – “If this person takes a negative action against me or withdraws his or her support from me, what will the impact be?” If the person will impact you, place an “X” besides their name. If the person will not affect you that much, do not place anything besides their name.
- When you get done going through the list, you will have between 15 and 25 percent of the names with an “X” besides them. These are the vital people you need to work with, develop relationships with, support, and communicate with.
- Take all your time, allocated money, and plan and work with these people in number 3 above.

It is not how hard you work, but how smart you work, steadily, over time.

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