

WHY IS THE 80/20 RULE SO POPULAR?

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WHAT MAKES IT SO POPULAR?

The 80/20 Rule is one of the most popular and well-known rules in business. But what makes it so popular? And why do so many people swear by it? In this blog post, we'll take a closer look at the 80/20 Rule and find out why it's such a valuable tool for business owners and professionals alike. We'll also explore some of the ways that you can put the rule to work for you. So, if you're looking for some tips on how to improve your productivity and efficiency, read on!

IT'S A WELL-KNOWN PRINCIPLE THAT 80 PERCENT OF YOUR RESULTS COME FROM JUST 20 PERCENT OF YOUR EFFORT. BUT WHAT DOES THAT MEAN FOR TIME MANAGEMENT?

If you want to be more productive, you need to focus on the tasks that will have the biggest impact. That means spending your time on things that are important and relevant, and not getting bogged down in distractions or low-value activities.



Of course, this is easier said than done. It can be tough to figure out which tasks fall into each category. But with a little practice, you can start to develop a sense for where your time is best spent. Let's take a look at how it all breaks out.

YOU'RE IN YOUR 80%, IF THE FOLLOWING STATEMENTS RING TRUE:

- You're working on tasks other people want you to, but you have no investment in the tasks at hand.
- You're spending time on tasks you're not the greatest at doing.
- You're frequently working on tasks that are labeled "urgent".
- You find yourself complaining most of the time.
- Tasks are taking a lot longer than you were expecting them to.

YOU'RE FIND THAT YOU'RE IN YOUR 20% IF:

- You're smiling.
- You're actively engaged in activities that advance your overall purpose in life.
- You're doing things you have always wanted to do or that make you feel good about yourself.
- You're hiring people to do the tasks you are not good at or don't enjoy doing.
- You're working on tasks you don't like, but you're doing them knowing they relate to the bigger picture.



10 Best *Time Management* Skills

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- Begin with a clear focus
- Stop multitasking
- Make a tasks list
- Don't procrastinate
- Prioritize wisely
- Use a calendar
- Minimize interruptions
- Learn to say "no"
- Keep a clock in front of you
- Know your deadlines



THE KEY IS TO BE RUTHLESS ABOUT ELIMINATING DISTRACTIONS AND FOCUSING ON WHAT'S IMPORTANT.

It can be a little daunting to think about, but when you break it down, it makes a lot of sense. In fact, many people have found that this is true in their own lives. Just think about all of the things you've accomplished in the last week. How much time did that actually take? Probably not as much as you think.

Well, according to one principle, you should focus on the 20 percent of your activities that produce 80 percent of your results. In other words, don't waste time on things that don't matter.

We are what we repeatedly do. Excellence, then, is not an act, but a habit.

ARISTOTLE

SO HOW DO YOU FIGURE OUT WHAT MATTERS MOST?

Well, start by evaluating your goals and priorities. What are you working towards? What is most important to you? Once you have a good idea of what's important, you can start focusing on the tasks and activities that will help you achieve those goals.

It's easy to get bogged down in the day-to-day minutiae and lose sight of what's important. But with a little bit of awareness, we can all start making better use of our time. Applying the 80/20 rule will help us focus on the tasks that matter most and allow us to get more done in less time. What are you waiting for? Start looking for those vital few tasks today and let Payroll Solutions take the burden of payroll, time keeping and human resources off your hands. We're the experts in payroll tax and compliance and are here to serve you!