



The Pareto Principle and Your Efficiency

Are you familiar with the Pareto principle? Also known as the 80/20 rule, this fascinating notion is one you can see in nearly every aspect of your life. The concept started with an Italian economist by the name of Vilfredo Pareto. In the late 1800s, Pareto observed that 80% of income in Italy was received by 20% of the Italian population. He extended this economics observation and determined that most of the results in any situation are determined by a small number of causes. Management expert Joseph Juran further extended the Pareto principle to business, specifically quality issues in business. He determined that 80% of a problem is a result of 20% of the causes. The 80/20 rule can be seen in other areas of our lives, as well. For example, you probably wear 20% of your clothes 80% of the time. So what does this have to do with being more organized and more productive?

When we reduce or eliminate the unnecessary (the 80%), we increase our level of organization. When we are more organized, we are more productive. The 80/20 rule is very simple. However, perhaps because of its simplicity, it is often overlooked as a way to increase productivity.

Is this the year you want to increase productivity in your business? What would you do with an extra 30 to 60 minutes each day? As you reflect on the answers to these questions, consider simple yet effective ways to make your goals become a reality. Constantly ask yourself the question, "Should I really be spending my time on this activity?" If so, ask yourself how you can do the activity more efficiently. Ruthlessly look for ways to eliminate wasted time and effort. Work to eliminate the unnecessary. If you spend 20% of your time being focused and productive, you can accomplish great things. Using your time in this manner will allow you to spend more time on truly important matters, such as business development or building client relationships.

Become an expert at applying the 80/20 rule in all areas of your life. You will be amazed at the results. May this be your most productive and organized year yet!

© 2007 Organizing by Design

Stephanie Pyle • Organizing & Productivity Consultant • Cheyenne, Wyoming

(307) 634-4765 • sapyle@msn.com • www.abundantproductivity.com