Exercise 1: The Pareto Principle (10 minutes)

List five tasks or activities that you regularly engage in, either at work or in your personal life.

a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each task or activity, estimate the percentage of results or benefits you receive from it. Use percentages that total 100%.

a) Task/activity 1: \_\_\_\_\_\_\_\_\_\_%

b) Task/activity 2: \_\_\_\_\_\_\_\_\_\_%

c) Task/activity 3: \_\_\_\_\_\_\_\_\_\_%

d) Task/activity 4: \_\_\_\_\_\_\_\_\_\_%

e) Task/activity 5: \_\_\_\_\_\_\_\_\_\_%

Reflect on your estimates and identify the tasks or activities that yield the most significant results or benefits. Are these tasks also the ones that consume the most time?