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A quickfire thread based on a book I read recently titled " 80/20 YOUR LIFE " .

Disclaimer : This is MY interpretation & the ratio (80/20) is variable..

The essence here is to identify what matters & weed out the inconsequential & thereby manage time accordingly.

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The #Pareto principle - 80/20 Rule is pretty well known & discussed in context of work & business productivity.

But it can also be applied practically in our day to day life in all possible aspects to ensure smooth sailing.

How do we do that? ■

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Pretty simple actually !

Our Top priority goal must be a S.M.A.R.T goal aka :

Specific

Measurable

Attainable

Relevant

Time based goal .

Everything is #time based as time saved can be used constructively for other purposes or even wasted happily ! :))

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A large proportion of our output results from a small proportion of inputs . LEVERAGE SMARTLY !

*Cultivate a forward looking #mindset.

* Learn to #skim and #scan.

* Dedicate #focus & #energy to tasks that produce the greatest impact WRT our goals.

* #Unlearn often

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#TimeManagement

Maintain a quality to-do list & a daily to-do list .Ensure high value tasks are mentioned first. Stick to it !

*Be realistic .

*Don't bite off more than you can chew.

*Under promise & over deliver at work to gain attention initially (NOT VICE VERSA!)

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* #PRIORITISE

* #DELEGATE

* DON'T #MICROMANAGE

(Applicable for housework also)

If you have employees ,the above 3 pointers are key in deciding productivity. Focus on the right team members .

But don't ignore the others.

Be a people person - Assertive but not Aggressive.

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* Household chores *

*Limit cleaning time!!

* Be regular .

* #Declutter often (Keep prized possessions only . Give away rest . Stop hoarding)

* Stop looking for perfection !!

Get the job done satisfactorily. (I used to have this OCD for perfection early on ■)

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#Finance wherein 20% Wants take up 80% income

* Streamline your budgets (restrict use of credit cards)

* Identify major expenses & whether they are #need or #wants .

* Track your Fixed & Variable expenses

* Gradually eliminate frivolous spends.

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#QUALITY over #QUANTITY always !

Applicable even for #friendship !!

Be approachable & acquaintances , but keep a small ■ of friends (to spend quality time with) .

* Network smartly but choose wisely . Time spent in networking must result in fruitful conversion.

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*For meaningful accomplishment:

*Spend 20% of your time on exploring and rest on relentlessly learning .

*Key here is managing #information overload .

- * Cultivate Growth mindset
- * Embrace Constructive Criticism
- * Use #SocialMedia . Don't be used by it ! ■

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General takeaways

* 80% of the things that bother us are actually inconsequential . Totally not worth our attention & inner peace .

LET IT GO! MOVE ON .

* Free up time to pursue something that adds value to your life .

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To sum it up....

To be successful in anything in life both hard work & working smartly is important.

* THE END *

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