

18 Minutes & The Pareto Principle



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18 Minutes

Every morning take 5 minutes to decide what you need to do to make today successful. What are the tasks that you want to accomplish for today and today only? Make sure they are realistic goals that you can accomplish though! If there is a long term goal you have in mind, what can you do today to further yourself to fulfilling that goal? During the work day (usually 8 hours) take one minute to reflect. Ask yourself if you spent your last hour productively. Then look at your calendar and deliberately recommit to how you are going to use the next hour. **Manage your day hour by hour. Don't let the hours manage you.** At the end of the day before going to bed take another 5 minutes to evaluate how you did today. Did you accomplish the tasks you set earlier that morning?

Ask yourself three sets of questions:

- 1) How did the day go? What success did I experience? What challenges did I endure?
- 2) What did I learn today? About myself? About others? What do I plan to do — differently or the same — tomorrow?
- 3) Whom did I interact with? Anyone I need to update? Thank? Ask a question of? Share feedback with?

The key to this is the ritual and its predictability. If you do the same thing in the same way over and over again, the outcome is predictable. This time management exercise was developed by David Bregman and more information can be found here: <https://hbr.org/2009/07/an-18minute-plan-for-managing>

Pareto's Principle or the 80/20 Rule

This ratio can be found in many aspects of your life. We can specifically use this method when it comes to time management. For example, if you have 10 tasks on your list that you would like to get done today there is most likely 2 of them that will generate most of (80%) your desired results. It's all about prioritization and goal setting. Most people who say they are very busy are usually not very productive because they are focusing on (80%) the small tasks that need to get done rather than the 20% that would actually make their day productive. Their priorities are inverted. If someone says they don't have the time to do something, what they really mean is that they don't value that task as having a high priority. Every day you should ask yourself what is the ONE thing that you can accomplish and still feel as though you had a productive day. Setting priority levels to the things you want to get done every day will help you feel more accomplished.

More about the Pareto Principle can be found here: <https://www.youtube.com/watch?v=nJIJtWuAbBc>

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