

Tip of the Week



**Extension Tip of the Week (TOW)
July 1, 2009
It's About Time**

It seems that none of us have enough time these days, so use your time on tasks that will give you the greatest results! Italian economist and sociologist, Vilfredo Pareto gave us the 80-20 rule – 80 percent of the results are accounted for by 20 percent of the items.

For example: 80 percent of the time you wear your favorite 20 percent of the clothes in your closet.
80% of your pay rise comes from 20 percent of the work you do.

Therefore, find that 20 percent that will give you an 80 percent return. Then concentrate your time and energy on the 20 percent that pays huge dividends for you.

Also, consider doing these high payoff tasks during your prime time, that time of day when you are at your highest energy level. Some are morning people while others are night owls. When you have a choice, use prime time for jobs requiring the most attention and effort. If something in the schedule has to go and, if something isn't going to get done, make sure it's not part of that 20 percent!

Source: A former Extension publication titled: It's About Time