

The 80/20 Principle

by Richard Koch

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Run a concentration audit**

List ten inputs in one area of life or work. Estimate the result each one creates. Circle the top two and ask what would change if they received protected space first.

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⁰² **Protect the best 90 minutes**

Put your highest-return activity in the first protected 90 minutes of the day for one week. Measure what improves before adding any new system.

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⁰³ **Cut one respectable low-return obligation**

Choose one recurring meeting, task, or favor that looks responsible but rarely changes outcomes. Decline, delegate, shorten, or batch it this week.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Segment customers, projects, or relationships**

Sort one portfolio by energy created, value created, and cost required. Treat the top group deliberately differently from the middle and bottom.

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⁰⁵ **Double one proven advantage**

Pick the strength, channel, habit, or relationship already producing outsized returns. Add time, money, practice, or care there before chasing novelty.

MON TUE WED THU FRI SAT SUN

⁰⁶ **Build a stop-doing ledger**

Keep a visible list of tasks you have decided not to do. Review it weekly so old obligations do not quietly reclaim the attention you freed.