Exercise for applying the Pareto principle

Write down **10 tasks** that you want to complete next week. Decide how much time each one should take and how urgent it is:

Task	Time required	Urgency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Which are the two most important ones?

1.

2.

How do you go about using your time efficiently now? In what order do you complete these ten tasks? What would happen if you didn't complete one task or several tasks?

Do you believe that completing the two most important tasks will result in 80% of the success?