Mu Sigma

## Thursday Learning Hour <br> Practicing productivity in less than 5 minutes

> | Do The Math |
| :---: |
| Chicago, IL |
| Bangalore, India |
| www.mu-sigma.com |

## Agenda

Why Productivity?
What's in it for you?

- 80/20 Rule
- Parkinson's Law

Begin with an end in mind

## Why Productivity?

Helps you in questioning ways of doing things and gives you the ability to do things effectively and efficiently

## What's in it for you?

80/20 Rule

- How I got introduced to it?
- How have I used it?
- How can you use it in less than 5 minutes?


## Parkinson's Law

- How I got introduced to it?
- How have I used it?
- How can you use it in less than 5 minutes?

Begin with an end in mind

- How I got introduced to it?
- How have I used it?
- How can you use it in less than 5 minutes?


## 80/20 Rule (1/3)

## How I got introduced to it?



## Pareto and His Garden: 8o/20 and Freedom from Futility

What gets measured gets managed.
-PETER DRUCKER, management theorist, author of 3 books, recipient of Presidential Medal of Freedom
$\mathrm{L}^{\text {our years ago, an economist changed my life forever. Its }}$ shame I never had a chance to buy him a drink. My dear Vilfred

## died almost ioo years ago.

Vilfredo Pareto was a wily and controversial economist-cure

Pareto's Law can be summarized as follows: $80 \%$ of the outputs result from $20 \%$ of the inputs. Alternative ways to phrase this, depending on the context, include:
$80 \%$ of the consequences flow from $20 \%$ of the causes. $80 \%$ of the results come from $20 \%$ of the effort and time. $80 \%$ of company profits come from $20 \%$ of the products and customers.
$80 \%$ of all stock market gains are realized by $20 \%$ of the investors and $20 \%$ of an individual portfolio.

## 80/20 Rule (2/3)

How have I used it?


## 80/20 Rule (3/3)

How can you use it in less than 5 minutes?

Challenge:

1. Which $20 \%$ of sources are causing $80 \%$ of my problems and unhappiness? outcomes and happiness?

## Parkinson's Law (1/3)

## How I got introduced to it?



## The 9-5 Illusion and Parkinson's Law

> I saw a bank that said "24-Hour Banking," but I don't have
> that much time.
> -STEVEN WRIGHT, comedian

Tyou're an employee, spending time on nonsense is, to some extent, not your fault. There is often no incentive to use time well tess you are paid on commission. The world has agreed to shuffle repers between 9:00 A.M. and 5:00 P.M., and since you're trapped in athive for that period of servitude, you are compelled to create ativities to fill that time. Time is wasted because there is so much
Tocavailable. It's understandable. Now that you have the new goal

This presents a very curious phenomenon. There are two synergistic approaches for increasing productivity that are inversions of each other:

1. Limit tasks to the important to shorten work time ( $80 / 20$ ).
2. Shorten work time to limit tasks to the important (Parkinson's Law).

## Parkinson's Law (2/3)

## How have I used it?



About articles courses poocast booknotes tech newsletter

## Hey friends-

I'm Ali. I'm a doctor, YouTuber and podcaster.

On this site we explore the strategies and tools that help us live happier, healthier, more productive lives.

And over at Sunday Snippets - my weeky newssetter - I share actionable productivity tips and practical life advice. Sign up below if you want to join a growing community of more than 130,000 friendly readers.


## Heyfriends,

I am Purushottam. I am a decision scientist and storyteller. This site is designed to document and share what I do in my daily life,

Here are my cabinet of curiostites - Data Science, Reading Books, Learning programming languages and visualization tools (SQL, Python, Tableau and ML - as of now:), Writing, Storytelling, PowefPoint sides, Productivity, Card Tricks and Building Homes (Construction)

The end objective is - I want to learn, share and fall in love with this process. Additionally, if this helps you in some small or big ways, I will be potentially qualified to be the most happiest person on this planet.

## Parkinson's Law (3/3)

How can you use it in less than 5 minutes?
Challenge:
List down the tasks what you do on daily basis. Note down the time you take. Then, start doing them setting a timer. You will witness a change in your attitude and approach

## Begin with an end in mind（1／3）

How I got introduced to it？


Buy Can＇t Hurt Me：Mas．．．
amazon．in

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& HIGHLIGHT P PAGE 217
    Research is one part of preparation;
    visualization is another.
    目 ADD NOTE
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\& HIGHLIGHT • PAGE 162
time to visualize! Again, the average person
thinks 2,000-3,000 thoughts per hour. Rather
than focusing on bullshit you cannot change,
imagine visualizing the things you can.
目 ADD NOTE
\& HIGHLIGHT • PAGE 162
$\vdots$
You can't prepare for everything but if you
engage in strategic visualization ahead of
time, you'll be as prepared as you possibly can
be.
目 ADD NOTE

## Begin with an end in mind $(2 / 3)$

How have I used it?


After


## Begin with an end in mind (3/3)

How can you use it in less than 5 minutes?

Challenge:
Join Mu Sigma Toastmasters Weekly Connect
Set a timer for 5 minutes and visualize yourself speaking on any topic
Go ahead and speak
You will witness the preparedness just by visualizing it

## It's a choice, take it



## Questions

