



The 80/20 LEADERSHIP RULE

5 Ways to Achieve Extraordinary Results at Work

BY STEVE GUTZLER

1

Spend 80% of your time in 20% most important work

Instead of being swayed by the urgency of the unimportant, focus on the impactful work that moves the needle forward.

2

Spend 80% of your time listening and 20% speaking

Listening more opens you up to greater ideas, and actionable intel. It creates stronger bonds of trust and respect. The best question you can ask someone is *"tell me what you think"*.

3

Spend 80% coaching your top 20% performers

A high achiever is 200% more productive than the average person. Rather than spending countless hours lifting bottom performers, "coach up" high performers to enhance productivity.

4

Spend 80% of your time strategizing by asking great questions

Utilize your thinking time to ask: *"How can we improve our process and products or services to elevate customer experience?"*

5

Spend 80% of your time appreciating and 20% being critical

Always pick out the gold, not just the dirt. Remind people of their strengths and their potential. Appreciating them will add value and even in small ways, build their confidence to tackle BIGGER and BETTER challenges!

First Rule Of Leadership Achieve Far More By Lead

RS Peters



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