

Productivity Formulas

In the intricate puzzle of productivity and time management, numerous strategies vie for attention, each promising increased efficiency and reduced stress, finding the right strategy can be akin to solving a complex puzzle.

The search for the right fit varies among businesses based on their purpose, style, and members. Let's explore a few of these techniques to find the perfect match for your business style and needs.

Oliver Burkeman's 3-3-3 method

Amidst the plethora of techniques, emerges as a beacon of simplicity and effectiveness. At its core, the **3-3-3 method** is elegantly straightforward: allocate three essential tasks each morning, three more for the afternoon, and finally, leave room for three additional tasks to tackle at your own discretion. The brilliance of this approach lies in its ability to strike a delicate balance between structure and flexibility, providing a framework that enhances focus while accommodating the unpredictable nature of daily life.

The 80/20 rule

While the 80/20 rule applies to almost every industry, the Pareto principle is commonly used in business and economics. This is because the 80/20 rule is helpful in determining where you can focus your efforts to maximize your output.

The basis of the Pareto principle states that 80% of results come from 20% of actions. If you have any kind of work that can be segmented into smaller portions, the Pareto principle can help you identify what part of that work is the most influential.

You can use the 80/20 rule to prioritize the tasks that you need to get done during the day. The idea is that out of your entire task list, completing 20% of those tasks will result in 80% of the impact you can create for that day. So, to get the most impact done, identify which tasks have the most impact on your team and focus on those for the day.

To do this, list out all of the things that you need to get done that day. Then identify which of those tasks have the highest impact. These tasks may be simple in execution, but they can make a large impact on the rest of the team by allowing the process to keep flowing.

70% rule for productivity

The 70 percent rule, in a business context, is a time management principle suggesting that people should withhold a significant amount of their working capacity for better productivity, engagement, and work-life balance.

According to the 70 percent rule, employees are most productive not when they are working as hard as they can from day to day but when they work, most of the time, at a less intense pace. In

this way, when demands are increased temporarily, they have some capacity to respond, whereas the employee working full-out is incapable of producing any more.

Such situations can lead to stress and eventually to burnout, which in turn can lead to poor performance, absenteeism and sometimes quitting or job loss. For the employer, that means less productivity, increased costs, and higher job turnover.

Best practices for incorporating the 70 percent rule include taking vacations and mini-breaks, leaving some of the day unscheduled, and learning to refuse unreasonable work demands.

The 1-3-5 Rule

The 1-3-5 rule is a task management technique that emphasizes prioritization and focus. It suggests allocating one large, three medium, and five small tasks to tackle within a day. It is based on the idea that we tend to overestimate how much we can accomplish in a day, leading to feelings of overwhelm and stress.

- 1-3-5 rule is a time management technique that divides your daily tasks into 3 basic categories of big, medium, and small, based on their significance and urgency.
- Focusing on a limited number of well-defined tasks can lead to greater productivity and a sense of accomplishment with work-life balance.
- To get the most out of 1-3-5 method, you must prioritize the tasks accurately, tackle the most difficult and most important tasks first, and consider task dependencies while creating your to-do list.
- Combining the 1-3-5 rule with a digital time-tracking tool enables you to prioritize your tasks more efficiently according to your productivity patterns.

1. Are you currently implementing any of these formulas?

2. Which one do you believe might be the better fit for your business?

3. Is there a different system that you apply, not listed above, which provides you with similar results?

Excerpts taken from [Mamta Fasge for LinkedIn](#), [Sara Laoyan for Asana](#), [Ivy Wigmore for TechTarget](#), and [Timegram](#)

