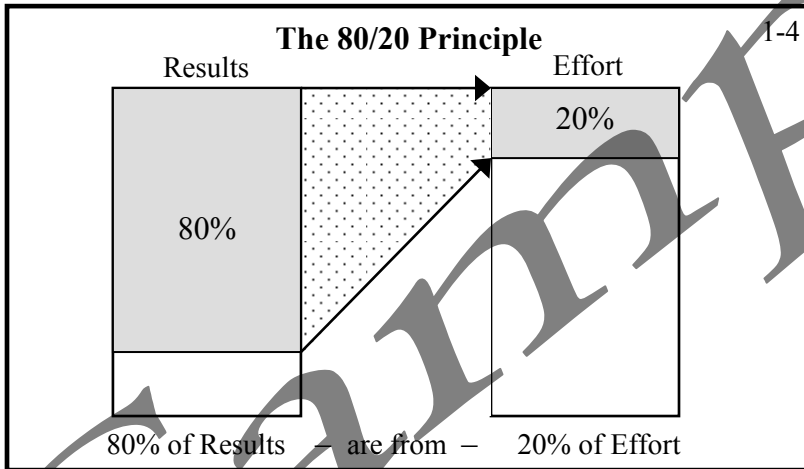


B. Setting Priorities.

(Suggested Teaching Time: 10 Minutes)

⁴¹ "Martha, Martha, ... you are worried ... about many things, ⁴²but only [few] thing[s] [are] needed (Lk 10:41-42a).

1. **The 80/20 Principle is key to setting priorities.**¹
 - The 80/20 Principle teaches that 80% of your results will come from 20% of your effort.
 - This was the key principle behind the business world's quality improvement revolution from 1950-1990.
 - Thus, we should focus on establishing our top 20% priorities!



2. **Questions to establish your top 20% priorities.**
 - **What things are non-negotiable?**
Separate "must do" items from "want to do" items.
 - **What things produce the greatest return or benefit?**
Focus on the things that make the biggest impact and produce the most results. [See Appendix 1A]
 - **How will I limit interruptions of my time?**
Determine how you will handle requests and unexpected distractions so you can stay focused on your priorities.
 - **What things give me greatest joy?**
Determine what gives you the most fulfillment. You will perform better at the things you love to do.

Examples of the 80/20 Principle	
Work:	20% of the people do 80% of the work.
Time:	20% of your time produces 80% of the results.
Programs:	20% of the programs produce 80% of the growth.
Money:	20% of the people give 80% of the money.
Influence:	20% of the people influence 80% of the rest.

Show slide 1-3.

The 80/20 principle is also called the Pareto Principle, Principle of Least Effort, and the Principle of Imbalance.

Setting Priorities	
1-3	
1.	The 80/20 Principle is key to setting priorities.
2.	Questions to establish your top 20% priorities.

Show slide 1-4.

Remind your group that this principle has been found to apply to all disciplines of life.

Some Christians have claimed that the 80/20 Principle is a worldly principle, that Jesus cared for everyone, not just the top 20 percent. This thinking is a misunderstanding of the concept. The 80/20 Principle is about focus and priorities. Jesus lived with and discipled 12 men, not the masses!

See Appendix 1A for Time Management Tips.

Remind your group that these examples challenge us to be focused on prayerfully setting our top 20% priorities!

¹ Adapted from *The 80/20 Principle*, by Richard Koch.