

40/30/20/10 Rule: The most scientific time management method

In addition to the 80/20 rule - one of the gold standards applied in all areas of life, the 40-30-20-10 rule is also a rule adopted by many people to manage the most scientific time.

The issue of time management has always been a difficult problem for any of us, not everyone can arrange a reasonable time to complete all tasks.

Arranging time is not easy at all, because everything in fact is often disturbed with each other, hindering you from accomplishing an important goal. If you are worried about time management, the 40-30-20-10 rule will be a template to help you allocate reasonable time.

Arrange 24 hours a day



Every day only 24 hours for us to complete all the work, so you have to do how to allocate time reasonably to ensure good completion of the job, but still have time to rest ensuring health.



With the rule 40/30/20/10 we will distribute the time as follows:

1. 40% of the day is 9.6 hours for work and satisfies daily needs
2. 30% are 7.2 hours for sleeping and getting back to health
3. 20% of the time is 4.4 hours for caring for relationships
4. 10% of the time is 2.4 hours for self-care, eating, hygiene, bathing .

Application of management rules 40/30/20/10 time for work

1. 40% of the time on the most important things
2. 30% of the time doing the second important thing
3. 20% of the time doing the third important thing
4. 10% of the time doing everything combined



Accordingly, you will have a unique option that is very reasonable: focus on the top three priorities, prioritize doing these three things in turn and take some time to do other things - but not too many times time.

Priority to do the first three priorities

Looking at the 40/30/20/10 rule we find that we should use double the time to solve the number one priority issue over the number three priority issue. Your top priority job will be far more influential than other things you do. Changing the theoretical thinking of your work to the actual thinking of your work by investing time in it, your work results will be more effective.



If you spend 90% to do the 3 most important tasks, the remaining time of the day is only 10% so you can do less important tasks, need less time.

First, it is 10%. You can hardly spend 100% of your time doing top priority. Why? At work, you always have someone who is relatively important to you (the person on the board, the best salesperson this month or your regular customer visits), people you think you need to pay attention to what they are interested in. Of course you should. Hopefully what they care about is what you have done in the list of previous top priorities. But if that's not the case, then you need to take the time to meet their needs. In case, you don't have anyone to pay attention to, you can spend that time reading your favorite book, relaxing or doing something stupid like sleeping.



Second, it is only 10%. Think about it. If you work 10 hours a day, that will be 1 hour. That means you have to deal with priorities from 4 to 100 . and all other administrative or distractions work together in just one hour a day. Of course, you can still do all these things if you choose to apply the art of assignment. And you should do that.

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