

---

# Time management: The Pareto principle



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

*gwl*  
schreibcenter

---

## SchreibCenter at the Language Resource Center

---

The Pareto principle (also: 80/20 rule) can help you increase your productivity or efficiency. It is based on the assumption that you can complete 80% of your tasks in only 20% of the time you invest. Accordingly, 80% of time invested is said to lead to only 20% of results.

As with the Eisenhower method, the Pareto principle focusses on the relative importance of tasks and on prioritizing them accordingly: Work on tasks that specifically help you achieve your goals, but do not work on anything that does not fulfill this requirement. This is helpful because just as in other projects, when you are working on a writing project – especially a larger one like your final thesis –, you run the risk of getting lost in the details and forgetting about the really important tasks.

When you manage your writing project, keep the Pareto principle in mind and prioritize your tasks accordingly, usually defining the submission of the finished text as your goal. As you make your plans, you can ignore whatever does not really help you reach your goal. It is more important at this point to make bold decisions and say goodbye to unimportant things.

There are a number of free digital tools you can use to implement time and project management techniques like SMART, e.g. <https://trello.com/en>.

---

Based on:

Pareto-Prinzip. [https://www.oncampus.de/blog/2019/06/11/10-zeitmanagement-tipps-und-methoden-mit-denen-du-produktiver-wirst/#Zeitmanagement\\_Methode\\_6\\_Pareto-Prinzip](https://www.oncampus.de/blog/2019/06/11/10-zeitmanagement-tipps-und-methoden-mit-denen-du-produktiver-wirst/#Zeitmanagement_Methode_6_Pareto-Prinzip) (2 Oct 2019).