

The 80/20 Rule in Business

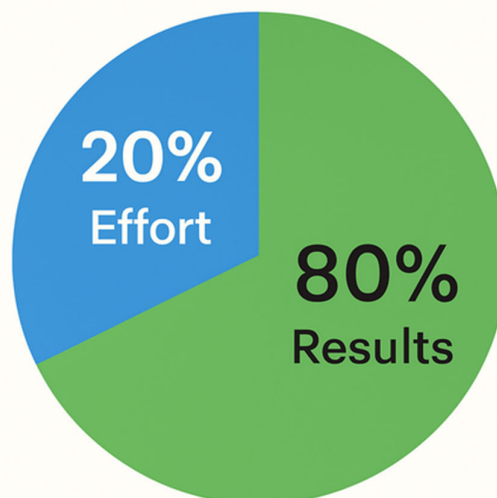
Worksheet & Checklist

Discover where your time and energy are making the biggest impact. This guided worksheet helps you identify your most valuable clients, services, and time investments - so you can simplify your business, focus on what works, and reduce unnecessary stress.

Quick Checklist: What You'll Work Through

- Identify your top 20% of clients
- Highlight your most profitable offerings
- Track how you're really spending time each week
- Cut back on low-impact work
- Focus more on what's already working

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*Prepared by DenUyl Accounting and Software Solutions
"Every Service, a Greater Purpose."*

Step 1: Who Are Your Top Clients?

List 3-5 clients who consistently:

- Pay on time
- Refer others
- Order high-value services
- Are easy to work with

Client Name	Why They Are a Top Client

What do these clients have in common?

Step 2: Which Services Bring the Best Results?

Highlight the ones that are:

- Most profitable
- Least time-consuming
- Enjoyable
- In demand

Service	Profitable?	Efficient?	In Demand?	Enjoyable?

Which 1-2 services could you lean into more this year?

Step 3: Time Tracking - Where Does Your Week Go?

Track your typical workdays and see what's productive.

Time Block	Task/Activity	Productive?	Could Delegate?

What tasks are eating up time without a strong return?

Step 4: What Can You Let Go Of?

In every business, there are tasks, clients, or services that once made sense but no longer serve your goals.

This step helps you identify what drains your energy or offers little return. Letting go makes room for growth.

Task/Client/Service	Why It's Not a Good Fit Anymore	Stop / Delegate / Improve?

What boundaries or changes will help you protect your time and energy?

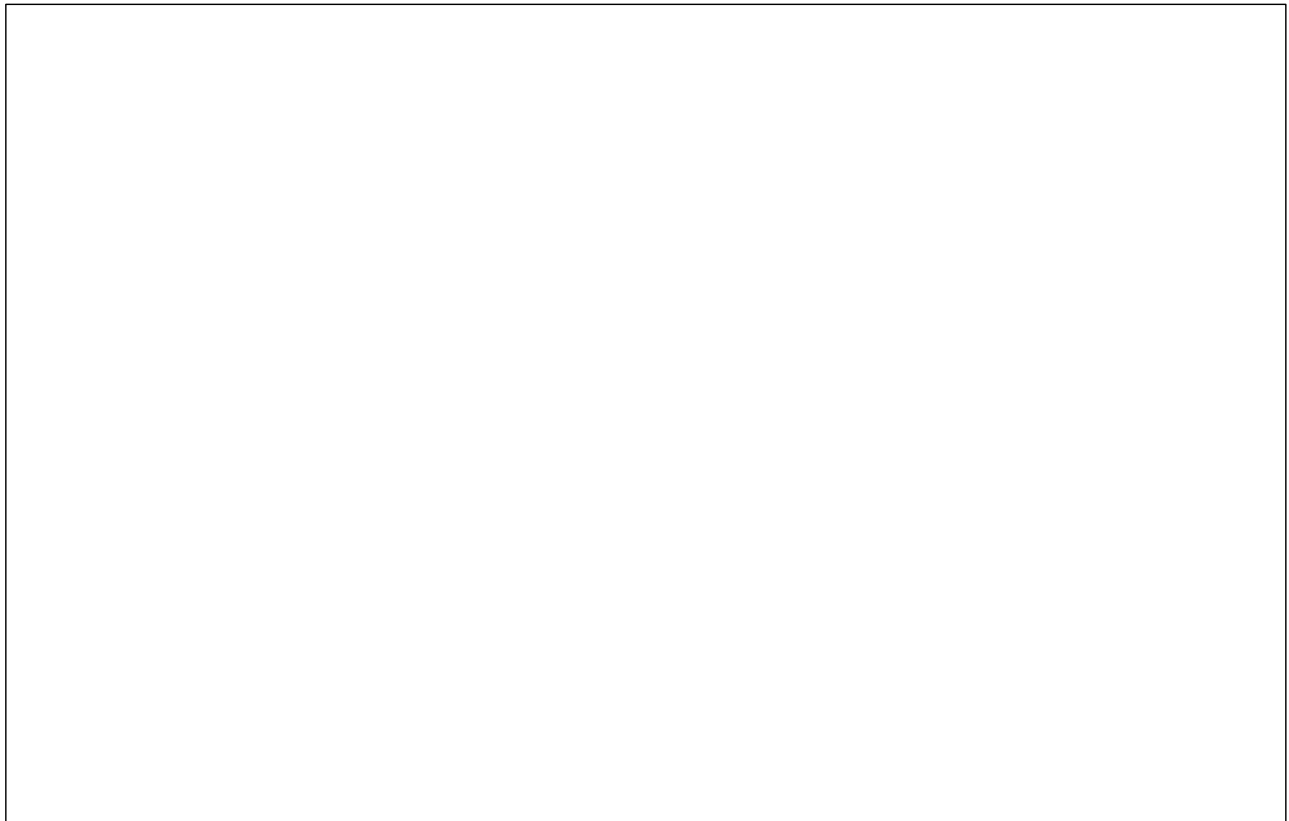
Step 5: Refocus and Reinforce What Works

Now that you've identified what's working and what's not, take a moment to refocus.

Which activities will you increase?

What are you willing to let go of?

Use this space to commit to a shift in focus that supports your energy, values, and bottom line.



Tip: Revisit this worksheet quarterly or after a busy season.

You're now equipped with insights to help you simplify, streamline, and strengthen your business. Small shifts in focus can yield significant results. Keep what works. Let go of what doesn't. And return to this worksheet anytime you need a reset.

Need help putting your 80/20 insights into action? Reach out to schedule a focused session.

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