

# 20% Theory

By

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## **How to work only 20% of the time and be more productive!**

*Work to grow, connect to discover, and have fun*

Adopt the 20% Theory. The theory of 20% is to maintain a balance at work and keep a meaningful life, and at the same time explore your life deeply and wide.

### **Work to sustain**

- Only spend 20 % of your time working. Doing what you love and loving what you do.

### **Grow to learn**

- Spend 20% of your time acquiring knowledge and skills in how to do your job easier and better (i.e. learning new skills, learning to delegate, and ask for help).

### **Connect to help**

- Spend 20% of your time helping others. Helping others to do their job better. Not what they can do for you, but what you can do for them.

### **Discover to innovate**

- Spend 20% of your time doing and finding new thing to do. Find new opportunities, and spend time doing things you normally don't do. Read a new book, visit a new friend, go to a new play, and start spreading new health messages.

### **Have fun**

- Spend 20% of your time having fun. Take care of your self emotionally and physically. Go for a walk, meditate, stay quiet, prepare a fun meal, and practice Five-a-Day Pause.

## **Application of the 20% theory**

### **1. 20% of your time you work seriously**

When you are working, work very seriously, focus on what needs to be done now, avoid distraction, concentrate, do not socialize or play. Only work.

### **2. 20% of the time spend improving your job skill**

Learn how to do your job easier. Break up your job into small tasks. Practice Time-on-Task, attach time to each task, and contemplate and reflect on each task. Try to find out who could do this job better than you could, solicit their support. Ask for help. Learn new skill. Read professional journals. Go to the library or a book store and browse around. Learn how to delegate and cooperate rather than to compete. Competition is the practice of separation. Learn how to plan and manage your time to improve your efficiency and effectiveness.

### **3. 20% of your time spend helping others**

Volunteer to help others. Help others to do their job better. Ask what you can do for the people around you. Start with your family first, friends and colleagues second. Help others to be better than they could be alone. Nurture existing relationships. *“You can do what I can not do, I can do what you can not do, and together we can do great things.”* ~ Mother Theresa

### **4. 20% of the time discover your self**

Try to do some thing different. To start, drive on a different road on the way home today. Go to a new restaurant. Eat a different type of food. Do you know we eat the same kinds of food 80% of the time. There are 250 varieties of tomatoes, lentils and beans. Invite someone to lunch that you normally don't. Discover new shopping centers. Read a new magazine cover to cover (i.e. golfing or bride magazine). Discover who is the editor, what is their background, why they do what they do, and how did they got started. Be curious, ask questions. Travel to new places.

## **5. 20% of the time have fun every day**

Make a list of fun and simple activities. Go for a walk. Meditate. Prepare a meal. Listen to your self. Get rest, eat well, spend time by your self in silence and reflect. Take a mental pause. Go to a movie. Call a friend. Party every day. Practice Five-a-Day Pause.

**“Create your life; leaders don’t wait for permission to lead”  
~Dr. Mo**

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