

# JOHN PENDAL: Coaching For People Who Feel Like Outsiders

## The 20% Rule

Twenty years ago a friend gave me this advice to follow:

Try to spend no more than 20% of your waking hours on people who need you and will always need you.

20% of your time on people who need you today but one day won't.

20% of your time training up someone to do your job after you.

20% of your time with your peers

And 20% of your time on things that refresh and inspire you.

Unfortunately for lots of people those ratios are 50%, 40%, 0%, 5% and 5%. Which leads to burn out.

The 20% rule gives you an excuse to say no to reasonable requests. You're not being selfish, you're looking after yourself so that the job you're doing is sustainable in the long run.

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