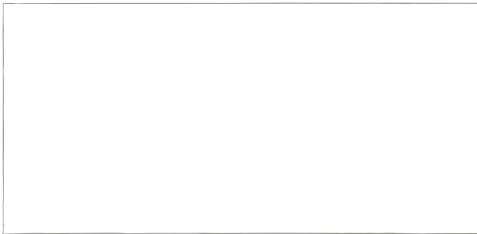


THE 4 D'S

Feel like time is running away from you and like you do everything?! If you're struggling to take charge of the day, consider using a popular productivity strategy known as the four Ds of effective time management. You can use it to assess your existing to-do-list and for making decisions in the moment when new tasks or projects come in.

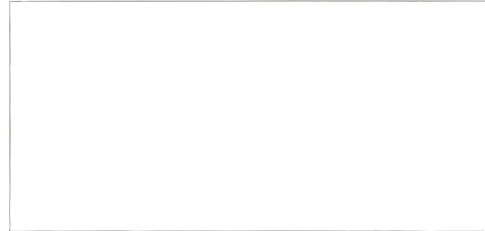
DELEGATE

I know it can be hard to delegate tasks if you're a control freak or perfectionist like I am. But in your bid to get things done "quicker" in the short-term, it will impact your ability to be effective in the long-term and lead effectively. Start small and just delegate one task today!!



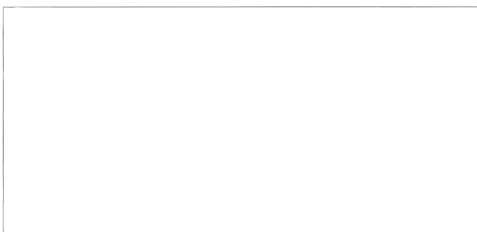
DITCH IT

Consider the Pareto Principle - "The 80/20 Rule" which states that 80% of your results come from 20% of activities. So, make sure you're focusing on that 20% that will give you 80% of the value, and ditch the low value activities. Ask yourself: will this help me get the long-term result I or we want?



DELAY IT

Decisions are tough and making decisions in uncertainty can take a lot of mental energy. Does this need to be done right now or can you delay it? To delay means saying, "Not right now" rather than, "Not ever." We often get overwhelmed trying to do too much all at once.



DO IT

Do YOU really need to be the one to do it?! Only items that ONLY YOU can do should remain here. If it's something only you can do, then eat the biggest frog first! By that I mean, tackle the biggest and most complicated task first and don't let these micro-tasks pile-up. Just do it!

