



The 4 D's

This tool can help you gain better control over your "to-do" list or your email inbox or the pile of paper on your desk! Assign each item to a section of the matrix based on its importance and urgency and then deal with it!

As business leaders, we should be investing as much time as possible in the 'Decide When' and 'Do It Now' sections.

We can gain back time by Delegating items to other people or (if you have no one to delegate to) creating a system for the item so that it takes less time in future!

The 'Dump It' section is self-explanatory.