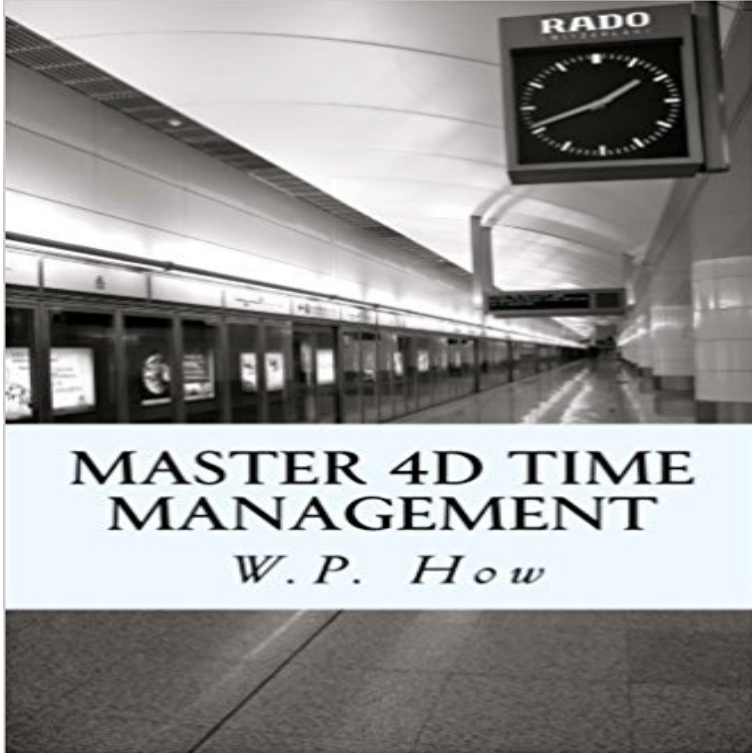


## Master 4D Time Management: Delete, Delegate, Defer, Do



What is eating up your time? Interruptions and distractions keep me from my most important work. Most come in the form of emails and phone calls. Have you heard of 4D time management? Before responding to any request, filter them through the 4Ds, a simple yet effective time management method: Delete (or drop). Scan through all your emails for unwanted emails. I can usually delete half or more of my emails without opening them. I am especially brutal when I return from vacation and have to go through a backlog of emails. Delegate. If someone else can perform a task at least two-thirds as well as you, delegate it. You are not limited to delegating downwards to those who report to you. You can also delegate across departments, horizontally to your peers and even upwards. If you find you don't have anyone to delegate to, can you start training someone or outsource the task? Defer. Some tasks can be done later, but no later than the last responsible moment. (This applies especially to agile methods.) Due to the ever changing environment we live in, some tasks become obsolete if we defer them. Do. Buckle down and get the task done. But before I start working on something, I prioritize my tasks so I only work on one thing at a time. I try not to start on something else that adds to my work-in-progress pile until I finish a current assignment. It takes a minimum of 21 days to start a new habit. This book guides you through a series of 22 daily steps (yes there is one bonus step) to help you master 4D time management.

NEWAGEOFTRUTH There's been too many lies and not enough truth stay updated via rss MY NEW PLAYLIST Why are some looking forward to the end of days? Posted: July 26, 2016 in Cheating, Education, Evil, Politics, Religion, Social Issues Tags: Armageddon, bible, Christianity, Conspiracy theory, Prophecy, Y2K 0 end of days Some temptations are just too good to pass up. My curiosity got the best of me the other day and I gave in by watching one of those "End of the World" conspiracies videos. This time around the date is set for July 29, 2016. So in three days the biblical prophecies will come true and we will be swallowed up by hell fire while the others who are "saved" will rejoice in the heavens.

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