

THE 4 Ds

WHAT WOULD GOOD LOOK LIKE? WHAT WOULD BRILLIANT LOOK LIKE?

WHAT'S THE POINT?

Writing a To Do list takes time – and it’s not always time well invested. Many people report that they simply move tasks they don’t want to do from one list to another. Think about the time you could save if you simply did 2 of the things you are putting off right now – rather than take the time to add them to a list...

LET'S DO IT!

Take your To Do list. Put every task into one of the following boxes instead. Have a go at this for today...

1. DO IT NOW

2. DIARISE

3. DELEGATE

4. DITCH

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“START BY DOING WHAT IS NECESSARY; THEN DO WHAT IS POSSIBLE; AND SUDDENLY YOU ARE DOING THE IMPOSSIBLE.” FRANCIS OF ASSISI

REFLECT & QUESTION

Which activities have you been avoiding? Who could give you good feedback on how to improve the effectiveness of your delegation? What would make you too afraid to “ditch” something?

PARTING SHOT

What single thing could you start to do today or tomorrow to make your time more productive?