

4D's – Delete it, Delegate it, Do it, Defer it

Do you sometimes struggle with time management? Or does the day lack enough hours to attend to your projects, habits, commitments and more? 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.

Delete it – Deciding what not to do is as important as deciding what to do!

Check whether the thing requires your attention or is worth your time. If it does not, then simply delete it.

Delegate it – You need to learn to delegate!!

Is it important or necessary for you to do the task? Is it your responsibility to do? If the answer is no, then delegate it.

Do it – Simply put, act!

if it is important for you to do and you have the time to do it, then get it done straight away. Postponing important tasks often leads to procrastination or feelings of anxiety or stress.

Defer it – Decisions are tough.

To defer means saying, "Not right now" rather than, "Not ever." There are some tasks that come across your desk that you may just not be able to deal with straight away. It might be an email about booking a family holiday. It is not important during your working day, but is important to get done. So you can defer it and look at the email later in your free time.