



OPENING || GATES

PURPOSE. PASSION. PARTICIPATION.

THE 4 D'S

**Stop Majoring in the Minors
and Delegate!**

HOW TO USE THE 4 D'S

Time is our only scarce resource. We don't have a "time bank". We must use time wisely or it's lost forever. Our aim must be to achieve the highest possible return on the time we invest in our chosen pursuits.

We have found that some of the most powerful productivity tools are the simplest and the easiest to implement. The 4 D's is exactly that – very simple and very powerful.

The graphic on the next page will help you to manage your tasks and your work flow. This process will enable you to choose whether you should **DUMP** it, **DELEGATE** it, **DO** it now or to **DECIDE** to do it at a later time.

THE 4 D'S

DUMP

- **Should I DUMP this?**
- Will it add value to me, my team or my business?

DELEGATE

- **Can I DELEGATE this?**
- Is it something that someone else can do? Is it outside my core genius?

DO

- **Can I DO this now?**
- Is it that important & that urgent that it needs my attention immediately?

DECIDE

- **Can I DECIDE to do it later?**
- Remember this is delegating to yourself in the future. Block out the time.



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THE NEW WAY FORWARD IN BUSINESS AND LIFE

An energetic FIT BUSINESS is better positioned to grow, innovate and take advantage of new opportunities.

HARNESS THE POWER OF THE
12 WEEK BUSINESS FITNESS
CHALLENGE

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