

## THE 4 D'S OF TIME MANAGEMENT

Often, the biggest challenge of time management is navigating the flow of work coming in each day. No matter how much we plan out our day, there's always those unexpected tasks, that unplanned phone call, or that new urgent deadline.

Do you end up wasting time tackling each new incoming task, and only make it through half your to-do list by the end of the day?

The 4 Ds of Time Management will help you to manage daily incoming and unexpected work without adding hours to your day.

### DO

If the task will only take a few minutes, do it straight away and then it's off your desk.

### DELETE

Ask yourself what will happen if you don't do it - if it's negligible, then delete it.

### DELAY

If it can wait for now, defer it and focus on the task you're currently working on to avoid wasting time. Trying to multitask can use up more time!

### DELEGATE

If it's something your virtual assistant can take care of, delegate it to them so that you can focus on the rest of your workload.

Don't have a virtual assistant? Supportal Services can help by taking some of the tasks from your ever-growing to-do list so that you can focus on growing your business.

**Get in touch: [www.supportalservices.com](http://www.supportalservices.com)**

Think about the typical tasks that come in and are added to your workload each day. Use the below to establish which of the 4 D's action you would take for each task.

	DO	DELETE	DELAY	DELEGATE
Reply to John's email about attending the networking dinner	✓			
Send the document to Lisa for approval	✓			
Write next month's social media posts				✓
Arrange travel for next business trip				✓