PERSPECTIVES Weekly

Wellness



Sept. 2021

'Exploration into our own innate wellbeing and how to create more balance proactively and reactively'

KNOWING

DOING

BEING

Theories & methods

Practical application of expertise

Personal values & goals

www.zoomgb.com

The 4 D's of Time Management

WHAT ARE THE 4D'S OF TIME MANAGEMENT?

The 4 Ds of time management, sometimes referred to as the 4 Ds of productivity, is a popular strategy for discerning whether or not a task or project is worth your time. It involves making a quick decision about what to act on now either by doing it yourself or delegating to someone else, what to act on in the future, or what to drop from your to-do list.

The 4 Ds are: Do, Defer (Delay), Delegate, and Delete (Drop). Placing a task or project into one of these categories helps you manage your limited time more effectively and stay focused on what matters most to you.

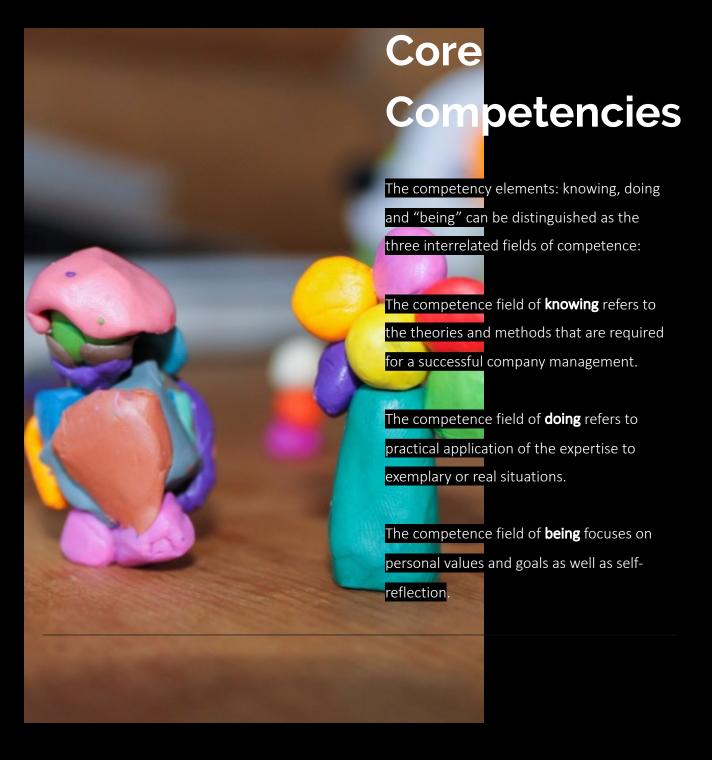
HOW TO APPLY THE 4D'S TECHNIQUE

We all have an ever-growing to-do list, and because our responsibilities and demands limit our time, we have to choose carefully how we spend this precious resource to make sure that we align our tasks with our larger goals.

To get started with the 4 Ds technique, look at your to-do list at the beginning of the workday and assess which tasks can be done quickly right now either by you or someone else on your team, which ones to drop altogether, and which essential tasks to defer for now.

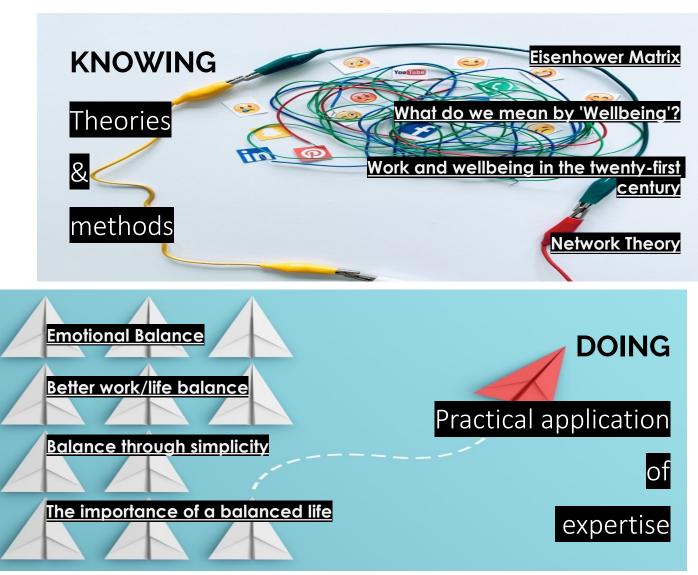
The 4 Ds of Time Management

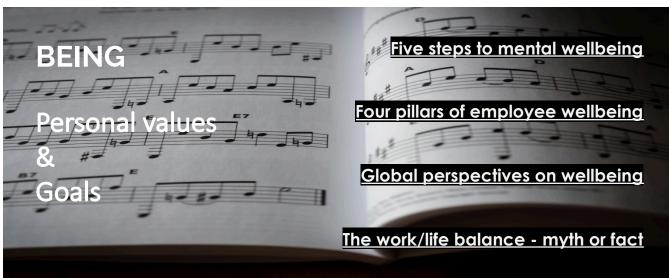
Category	Action	Examples
Do	Work on tasks that only take a few minutes to complete. Quickly accomplishing a series of smaller tasks builds momentum for working on larger projects.	 Answering an email Returning a phone call Printing a report
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	 New request from a colleague New project idea
Delegate	Reassign an essential task to someone else.	 Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	Unproductive meetingsUnnecessary email



'Act as the master of your life by putting your health, well-being & happiness first.'

Marianna Olzewski





Deeper Dive Resources



Opportunities to practice

Me: Give your own well-being 1 percent more attention in the next week

We: Give attention to the wellbeing of your team or a member of your team

Us: Test a boundary or rule within the organisation that would serve everyones wellbeing

<u>Visit the My E-Larning Platform for further information and a full recording of the</u>
session

THE DASH

the poem by Linda Ellis

I read of a man who stood to speak at the funeral of a friend. He referred to the dates on the tombstone from the beginning... to the end.

He noted that first came the date of birth and spoke of the following date with tears, but he said what mattered most of all was the dash between those years.

For that dash represents all the time they spent alive on earth and now only those who loved them know what that little line is worth.

For it matters not, how much we own, the cars... the house... the cash.

What matters is how we live and love and how we spend our dash.

So think about this long and hard; are there things you'd like to change?

For you never know how much time is left that still can be rearranged.

To be less quick to anger and show appreciation more and love the people in our lives like we've never loved before.

If we treat each other with respect and more often wear a smile...

remembering that this special dash might only last a little while.

So when your eulogy is being read, with your life's actions to rehash, would you be proud of the things they say about how you lived your dash?

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