

# PERSPECTIVES Weekly

Wellness

NO.

4

Sept. 2021

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

**KNOWING**

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Theories & methods

**DOING**

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Practical application of  
expertise

**BEING**

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Personal values & goals

# 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.	<ul style="list-style-type: none"><li>• Answering an email</li><li>• Returning a phone call</li><li>• Printing a report</li></ul>
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	<ul style="list-style-type: none"><li>• New request from a colleague</li><li>• New project idea</li></ul>
Delegate	Reassign an essential task to someone else.	<ul style="list-style-type: none"><li>• Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it</li></ul>
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	<ul style="list-style-type: none"><li>• Unproductive meetings</li><li>• Unnecessary email</li></ul>



# Core Competencies

The competency elements: knowing, doing and “being” can be distinguished as the three interrelated fields of competence:

The competence field of **knowing** refers to the theories and methods that are required for a successful company management.

The competence field of **doing** refers to practical application of the expertise to exemplary or real situations.

The competence field of **being** focuses on personal values and goals as well as self-reflection.

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

Marianna Olzewski



## KNOWING

Theories

&

methods

Eisenhower Matrix

What do we mean by 'Wellbeing'?

Work and wellbeing in the twenty-first century

Network Theory

Emotional Balance

Better work/life balance

Balance through simplicity

The importance of a balanced life

## DOING

Practical application

of

expertise

## BEING

Personal values  
&  
Goals

Five steps to mental wellbeing

Four pillars of employee wellbeing

Global perspectives on wellbeing

The work/life balance - myth or fact

# 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

[Visit the My E-Larning Platform for further information and a full recording of the 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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