

The 4Ds of Time Management

Category	Action	Examples
Do	Tasks that only take a few minutes to complete. Accomplishing a series of small tasks builds momentum for working on larger projects.	<ul style="list-style-type: none">• Answering an email or text• Returning a phone call• Printing documents
Defer / Delay	Put a temporary pause on tasks that don't need to be handled right away, schedule when you have availability to address the task.	<ul style="list-style-type: none">• A request from a colleague• New project ideas
Delegate	Reassign essential tasks to someone else on the team	<ul style="list-style-type: none">• Weigh tasks that benefit from your specific expertise vs tasks that deliver the same outcome regardless of who is doing it
Delete / Drop	Remove unnecessary tasks from your schedule and move on	<ul style="list-style-type: none">• Unproductive meetings• Unnecessary emails