

Keys to Success - The 4 D's

<p>Urgent & Important DO <i>Get it done now</i></p>	<p>Less important but urgent DECIDE <i>Schedule a day and time to get it done.</i></p>
<p>Less urgent and less important DELEGATE <i>Can someone help you do it or do it for you?</i></p>	<p>Not important & not urgent DELETE <i>Eliminate these tasks.</i></p>