

ORGANIZING FOR SUCCESS



The 4 D's

- Delegate:** *As soon as something comes to your awareness you take action and move it onto someone else's plate who is better equipped to handle it or deal with it.*
- Dump:** *Throw away that item. Don't worry about it too much or think too much about it.*
- Do:** *Take immediate action and take care of the issue or goal.*
- Dungeon:** *File the piece of paper, bill, etcetera*

Brought to you via Laura Woloch-Stack.



Questionnaire

Use these simple questions when faced with wanting to reduce your workload, the clutter in your space or when you want clarification about the usefulness of a project:

- ◆ Will this or does this positively impact my life?
- ◆ Is this item, goal, project, etc. moving my professional or personal life forward?
- ◆ Could I do this another way and save me time, money, or energy?
- ◆ Does this represent what I am passionate about?
- ◆ How does this represent my values and vision?
- ◆ Does this represent my magnificence?

Cynthia H. Stringer, President of *Success By Design Inc.*, offers coaching programs & presentations that educate and inspire! Contact Cynthia via e-mail at cynthia@successbydesign.net. For further information and to subscribe to the free newsletter, visit her website.
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