

## *The Four Decisions to Make with Tasks & Mail*

### **Delete it**

#### Delete it

- If you don't need to do it, don't.
- As with possessions, ask yourself if it is of value.
- If someone else wants you to do it, ask yourself if it's what you want.

### **Delegate it**

#### Delegate it

- Be clear about deadlines and expectations.
- Make "In Waiting" list to track pending actions by others.
- Use delegation tools to assist.

### **Defer it**

#### Defer it

- If there is a deadline schedule tasks into your planner.
- Make a "Deferred Action List" to work on when you have time.
- Try to schedule like tasks together.

### **Do it**

#### Do it

- Anything that can be done in a few minutes, do now.
- With small stuff out of the way you can focus on bigger things.
- You'll get immediate satisfaction.

Michelle Panzlaff, founding owner of Tidy Tiger Solutions, tames paper tigers in the office and at home, saving you time and money. She knows the secrets to great organizational systems that will allow you to find what you are looking for, eliminate piles of clutter and paper and have you feeling less stressed and more effective right away.