

**BALANCE IS THE KEY TO LIFE!**

It is relatively easy to excel in any one particular dimension. The challenge (and the imperative!) is to ensure that all facets of our lives are superlative (including finances, career, education, community responsibilities, friendships, family, relationships, spirituality, physical health/nutrition/exercise, rest, recreation, etc.).

**The “13Ds” of effective time management:**

1. **Delegate** – Keep for yourself only the most critical, un-delegatable tasks. **“Only do what only YOU can do.”**  
(This includes “outsourcing,” or hiring someone to do the task.)
2. **Delete** – Eliminate unnecessary and lower-priority tasks.
3. **Delay** – Which task(s) can be done at a later time?
4. **Do it now!** – Do not procrastinate. When possible, do not create a stack of things to do “later.” When possible, only touch an item once and determine immediately if you will Do, Delegate, or Delete. (Try not to choose “Delay.”)
5. **Disguise** – “Morph” (change) a task into something else, such that something you are already doing can cover it.
6. **Double-Up** - Do several things simultaneously.
7. **Digitize** – Automate the execution of repetitive tasks.
8. **Dissect** - Identify the core subset that is really required.
9. **Diagnose:**
  - a) Do the correct planning and preparation.
  - b) Determine, prepare and use the correct tools.
    - “If your only tool is a hammer, every problem looks like a nail,” Abraham Maslow
    - Abe Lincoln said, “If I had six hours to chop down a tree, I’d spend the first four hours sharpening the axe.”
10. **Design** - Proactively design procedures and systems which will allow you to regularly monitor and maintain key areas.
  - a) Multiple topics can be covered time-effectively in crisp, regularly scheduled update meetings.
  - b) People won’t feel the need to interact with you immediately regarding a non-urgent topic if they know a regularly occurring meeting is happening soon where this can be addressed.
  - c) Staying on top of situations (preventive maintenance) avoids the creation of bigger (time- and resource-demanding) problems down the road.
  - d) Helps you to make wiser and more informed decisions.  
(Today’s problems and time-drains are often caused by poor solutions to yesterday’s problems.)
11. **Dial in to the divine** (i.e. “Pray!”)
  - a) Obtain direction. (GUIDE) Getting direction helps you to prioritize correctly.  
 (“You become effective by being selective.” - Rick Warren, “The Purpose Driven Life”)
  - b) Move the hand of God on your behalf. (PROVIDE)
12. **Discipline** - Knowing what to do (re: the above items) is inadequate. You must also do it -- consistently.  
**Discipline is doing what needs to be done, when it needs to be done, whether you feel like it or not.**
13. **Determine the correct prioritization** - Proper **prioritization** is a key prerequisite to effective use of these techniques.  
For example: Differentiate “important” (= “high priority”) vs. “urgent” (= “time sensitive,” but may not be important.)
  - 80/20 rule: 20% of tasks are typically most important/strategic. Spend 50% of your time addressing those.
  - 80% of tasks are typically tactical or mundane. Keep these to 50% of your time.
  - “No” is a “success word”!