

Optimise your day

cheat sheet



Optimise your day. Get home early.

by Mark Moore (the full post for this cheat sheet is here).

Get your task list, then process each task through these questions. Your tasks should filter out leaving you with a minimal number that make it through to 'C'.

DAD-DC - Dump it?

How severe are the consequences on my goals, work, or life, if I totally dump this task?
If low to zero, dump it! (And optionally, punch the air.)

DAD-DC - Automate it?

Can I automate it in full, or in part? If so how? ("How can this get done?")

Google "[task] automation tools"

And checkout: Zapier, IFTTT, Workflow, TextExpander, Buffer, Chatbots. Automation requires a little investment up front for an ongoing and often compounding return.

DAD-DC - Defer it?

When is the very best time to action this?

Schedule to start and complete it before stress and tension builds. But not so early that other tasks suffer or that change makes it redundant.

DAD-DC - Delegate it?

Who is the very best person to be actioning this?

Think: lowest skill level available above, below or to side of me. Delegate don't abdicate.

DAD-DC - Combine/Compound it?

How can I combine two or more of these tasks and do them at the same time?

What already exists that I could re-use in full or in part to save me re-inventing the wheel?
(ask your colleagues and Google).

How can I do this task in such a way that makes it easily re-usable in future, in full, or in part? (Share with colleagues).

What's the most efficient way to do this? (Ask Google/colleagues/mentor/expert).

Enjoy your (now much easier) day!

For more help on productivity, learning fast, sales skills for non-sales people, visit <http://www.markmoore.co/> And if you found this useful, **please share!**

