

Timescaping™



The 6 D's of Timescaping™

1. Do not?
2. Designated?
3. Do now?
4. Delegate?
5. Delay?
6. Do today

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Do not...

- Does this really need to be done?
- Should I be doing this?
- Let it go to voicemail
- Learn to say “no”

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Designated

- Is there a designated date & time?
- NOT deadline, but start/execution
- If so -> Calendar

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Do now

- Can this be done in under 2 minutes?
- If so, do it now

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Delegate

- Can this be delegated to someone else?
- Will delegating it take longer?
- Send the email or make the call instead of adding this task

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Delay

- Does this really need to be done today?
- This is not about procrastination, it is evaluation and prioritization
- Delay a day, a week, someday?

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Do Today

- Add to your to do list for today
- Determine your Propeller(s)™
- Prioritize your tasks (importance & urgency)
- Schedule your Propeller(s)™ on your calendar
- Schedule any time-blocks for tasks that can be bundled (get, goto, send, call)
- Take action – follow your plan