

# DO, DECIDE, DELEGATE, DELETE

Building the Map and consolidating all your ideas together will require productivity hacks. This productivity hack is a proven method used by Founders today to help them work efficiently and work on the most important tasks.

This tool a simple way to organize your tasks, but it can be really useful in helping you to work more productively by ensuring you get the right things done at the right time. Consider factors such as deadlines and the impact completing each task will have on your personal progress or the success of your idea, you can determine which tasks should be completed immediately, which can wait until you have more time, which ones can be delegated to someone else to complete and which can be eliminated (even if just for the immediate future).

## TOP TIPS

- Take into consideration time constraints and other factors
- Use sticky notes or copy your tasks directly onto the canvas
- Use the relevant quadrant depending on which of the below categories the tasks fall into:
  - Urgent tasks are typically those that have specific deadlines that are fast approaching and/or will give you immediate results when completed
  - Important tasks may not have specific time-constraints attached to them, but they still need attention as they will contribute to you achieving your long-term goals.

# DO, DECIDE, DELEGATE, DELETE

