

# 5D's Overview

Your to do list is bursting. It's overwhelming. How in the world will you do it all? The truth is, many of the things on your to do list don't actually need to be there. And those that really are your responsibility can be scheduled or done in a way that fuels your energy rather than drains it.

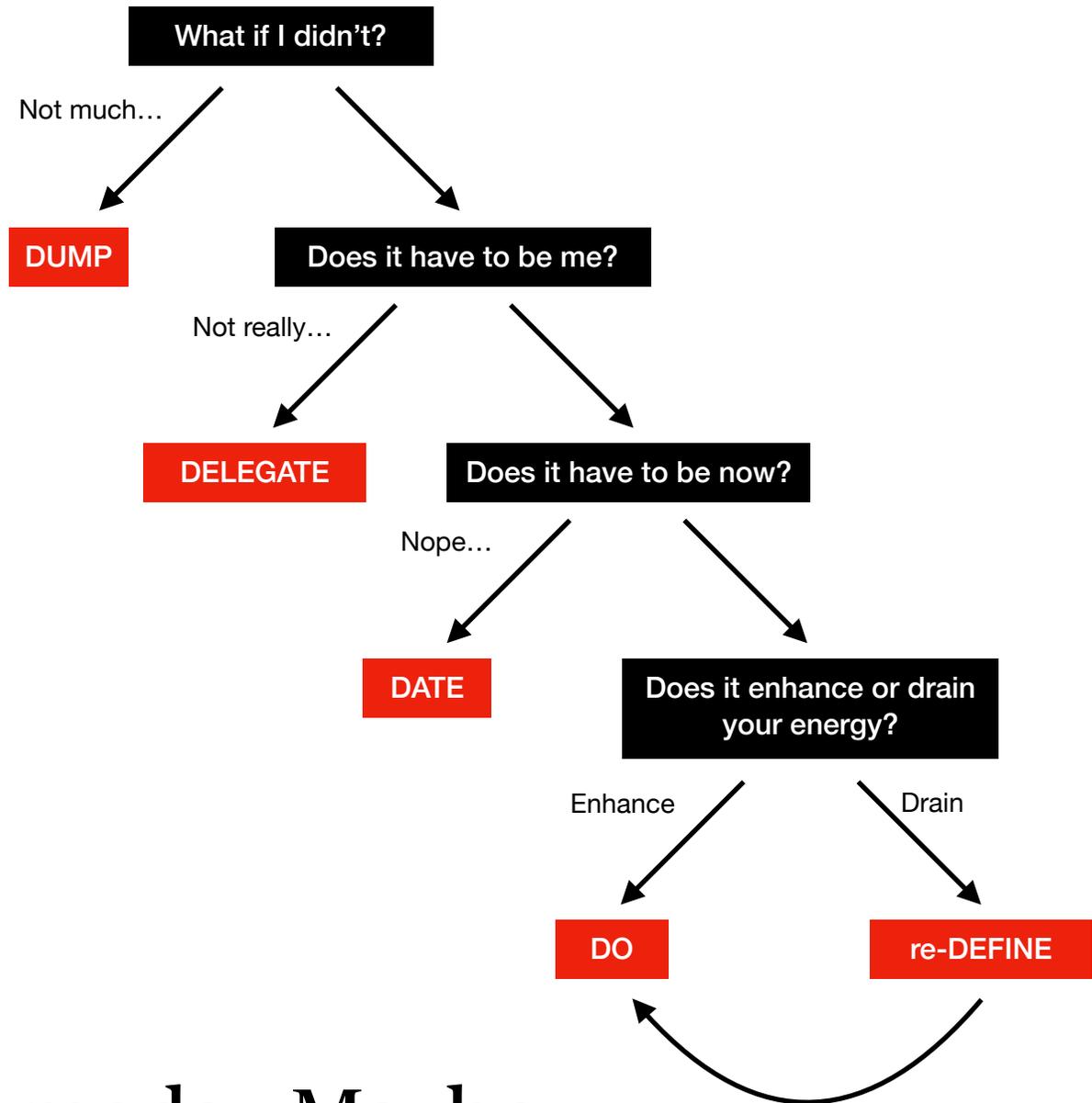
This tool can help you regain control. The 5D's are five things you can do to manage your to do list, organized in a handy flow chart. Eventually, triaging your to do list in this way will become natural and easy.

## The 5D's

1. What if I didn't? That is, if it didn't get done, how bad would it **actually** be? Question everything. "It's always been done that way," doesn't count! Perhaps it's actually a "should" that someone else imposed on you (aka "You really should..."). Never "should" on yourself.
  - ▶ DUMP — Cross it off your list.
2. Does it have to be me? Is it **really** your responsibility? If there's anyone better suited or who likes it, could you trade? What about a committee?
  - ▶ DELEGATE — It might require a difficult conversation or training, but it's better to teach someone to fish than give them a fish over and over.
3. Does it have to be now? If it's not essential to do **today**, then schedule it.
  - ▶ DATE — Actually block time off on your calendar. Then treat that scheduled time as sacred unless there's a real emergency "Sorry, I have a meeting with this report." Avoid time confetti by bunching the little stuff — like get through all your email at a specific time each day.
4. Does it enhance or drain your energy? Read your energy meter.
  - ▶ DO — If it enhances your energy (aka Jump out of bed. "Hell yes! This is why I love my job!"), do it!
  - ▶ re-DEFINE — If it drains you, re-DEFINE it, then DO it. For instance:
    - What else is possible? Get creative. Get strategic.
    - Can I link it to a mission or goal that's really important to me?
    - Can I make myself want to or need to? (e.g. Do it with a friend. Give yourself a reward afterwards. Pair it with something you love. Etc.)



# 5D Flowchart



## Someday Maybe

Sometimes it's hard to DUMP, DELEGATE or DATE. I found it helpful to create a "someday maybe" list for those things that I'm not quite ready to fully let go of, but also is something that I don't *really* have to, want to, or have the capacity to do now. It's like a parking lot of ideas full of cars I can take for a test drive when I have the time, energy, and capacity to take them for a drive.

