



# The 4-D Framework To Eliminate Brain-clutter

This simple system will help you organise your thoughts and give you the time you need to process each event, activity or appointment as they occur. As a new project, appointment or event enters your 'brain inbox', file it immediately by choosing ONE of these four options:

## HOW TO REDUCE BRAIN-CLUTTER



### **DO it!**

Priority ONE! Knock it over straight away. These are the things you can (or need) to do on the spot. Tick those babies off your list and move on.



### **DELEGATE it!**

Give it to someone else to do. Seriously. If your partner, child or friend can handle this – take a big breath and pass it on.



### **DEFER it!**

Do it another day. If it doesn't need to be done immediately, schedule it into your calendar for a future date and set yourself a reminder. Simple.



### **DITCH it!**

Delete, dismiss or discard it. This one is self-explanatory and my favourite option of all. If it isn't relevant, straight to 'trash'!