5 D's of Task Management:
Delete, Defer, Delegate, (re)Define, and Do

Will this task move me closer to my goals?

→ **No** → **Delete**

↓ **Yes**

What is the urgency?

- **Later** → **Defer** and track in calendar
- **Now** → **Am I the only one who can do this?**
  - **Yes** → **Can the specifics of the task be adapted?**
    - **Yes** → **Redefine** and **DO**
    - **No** → **DO**
  - **No** → **Delegate** and track in calendar to follow up