



Let us help you get your *dhucks* in a row...

Tips & Tricks

October 2007

Welcome to *Dhucks' Tips & Tricks*

### *Dhucking Your Responsibilities*

Do you ever wish you had more time in the day? Do you wonder where the time you had went? Does it feel like your "to-do" list never gets any shorter? Well maybe it's time to ***dhuck your responsibilities***.

Pull out your calendar and your "to-do" list. Look at each entry and evaluate whether or not you love doing it; whether it is necessary for you and your family's continued survival; or whether it's just something you took on a while ago and don't really want to do. Now you're ready to de-clutter your time so you can enjoy your life by *dhucking* your responsibilities.

**DUMP** the things you don't love to do and don't absolutely, positively have to do. Next...

**DELEGATE** the things that need to get done, but you don't enjoy doing them. Get someone else to do it. Swap chores with a friend or hire someone else to do it. Next...

**DEFER** that to-do item that doesn't have to get done right now. Let it wait. It will be there when you get back to it, or it wasn't that important anyway. Next...

**DIMINISH** the effort you put into things that don't require 100%. Some things are important enough to give your best, other things aren't. Determine which is which and put your energies into your priorities. Don't let perfection steal your time. Finally...

**DO**, act, follow through. When all else fails (or you enjoy doing it) do it. But make sure you put what's important to you and what you enjoy doing first on the list.

Whether you dump one small task, defer another for a better time, or follow through on your priorities, make sure you have some fun and enjoy life. Because remember the goal in life is not to do more work, but to enjoy the work you do.

Shawndra



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