



Bridgeway to Success™

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**THE 4-DS ARE AN
ANTIDOTE TO
OVER-
COMMITTING.**

Executive Triage

It's the dark secret of executive life. Everyone lives it but no one talks about it. Triage. You willingly let some commitments fail so you can meet other more urgent commitments. Like an emergency doctor in a room full of dying patients you are forced to make choices. You hate to do it, but you do it.

With all the demands, all the projects and all the people who want a piece of your time you know you can't do it all. Yet you intensely want to. You convince yourself you can. And you over-commit. Invariably, your commitments come into conflict with the clock. Now, it's triage.

Here's an antidote to the over-committing disease: the **4-D Process**. When faced with a potential commitment ask yourself these questions:

Must this get done? If not, **DISREGARD** it.
Must this get done by me? If not, **DELEGATE** it.
Must this get done now? If not, **DEFER** it.
If "yes" to all the above, then **DO** it.

The demands aren't going away. You either do more or commit less. What's your choice?

Michael Canic