



## The 4D Champion Habit!

I am dumbfounded how many people still stumble over themselves every day and are failing miserably when it comes to achieving what matters most to you!.

Presenting recently at a professional women's one day workshop in Albany, Western Australia on the No.1 Tool FOCUS to [Create Your Own Champion Mindset](#) in your career and/or business; I shared with them the truth... it really is easier than you think!!!

My marathon swim coach Graeme 'Grub' Carroll said I had a knack of keeping it simple and focusing on my assets. The same Champion habit I am about to share with you is the same one I stuck to in my swimming career and replicated into my business and teach my coaching clients.

This very simple formula to help you create Self Management and avoid work overload with the result of increased productivity every day of your life.

Every time you are faced with a new task to perform, (an email request, new project at work or at home, phone calls, etc.) apply the 4 D's as listed below. You will find that your workload will be reduced and your productivity will go up as you apply this screening and decision making tool to each task. The goal is to decide on the most appropriate choice - and take action.

**#1 Do It Now** - take immediate action, do the task right away, don't procrastinate.

**#2 Dump It Now** - make a quick decision and dump the task.

**#3 Delegate It** - give the task to someone else. This is a very critical aspect of time management. Your time is valuable; make it a habit to work on tasks that you do best and delegate the tasks that can be performed by someone else.

**#4 Defer the Task** - make an immediate decision to postpone the task to a later time. Make sure to schedule a time to complete it.

Start the 4D Champion Habit today! As you make this a habit you will be more productive every day, in control and on top of the daily grind of to-do lists.

....and remember: if you don't quit, you will make it!

Cheers Shelley Taylor-Smith

**PS:** Are you stuck getting the 4D Habit to stick? Check out the [Think Like A Champion Club](#) where you will find the best coaches and experts in the world; in the world's first and only online coaching community; sharing tips and techniques to help you get organised and get motivated...stress free!

*7 time World Champion creating Champion Mindsets® with Taylor-Made Solutions!*

PO BOX 254 HARBORD NSW 2096 AUSTRALIA T: +612 9939 0048 F: +612 9939 0078 E: [champion@championmindset.com.au](mailto:champion@championmindset.com.au)

[www.championmindset.com.au](http://www.championmindset.com.au) • DANGEROUS WHEN WET PTY LTD TRADING AS CHAMPION MINDSET® CONSULTING ABN 50 084 623 941



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