

## **Ken's Time Management TIP Of The Month**

### **The Three "Ds"**

I try not to ever handle a piece of paper more than once. This way I save a large amount of time each and every day by not simply "shuffling" papers back and forth on my desk.

I have one "In" box and four "Out" box trays sitting across the front edge of my desk. I go through most marketing projects and clients' files and use the 3 Ds – 1) DO IT. 2) DELEGATE IT. 3) DUMP IT (into the trash can). There is a holding tray behind my desk for magazines and articles I want to save for future reference. But, other than that, I handle files and paperwork only once. My other four out boxes are as follows: one for my office manager, one for my marketing person and the final two for paralegals and staff to pick-up case work. I try to check the boxes twice per day. I also use routing slips to delegate work as needed as well as issuing tasks on our Needles case management software.

Using the 3 D's saves me 2 to 6 hours per week!