



# GPS - The Only 4 Ways to Approach Tasks

This is Andrew Cooke from Growth and Profit Solutions. Welcome!

People often ask me, how can I best free up and use my time. And if you think about it, when you're working on your tasks, there are only four ways to deal with them.

So what are these four ways?

- **Do**  
These are actions that you need to take for work that needs to be done. It's important, it gives you traction and it gets you towards where you want to go.
- **Delegate.**  
Here doing the work yourself is not the best use of your time. It's about finding the right person or people to delegate the work who are best placed and able to do it.
- **Defer**  
These are tasks that do need to be done but lack the urgency of having to be done right now. You can, within reason, deal with them later on or at a more appropriate time.
- **Dump**  
Those tasks which don't add value, or which you shouldn't do or need to do.

So, those are the four actions that you can take when dealing with tasks – Do, Delegate, Defer or Dump.

To work out what to do with your existing task do the following:

Get a piece of A4 landscape paper and draw five columns on it and label them as:

1. Task
2. Do
3. Delegate
4. Defer
5. Dump

First, make a list of ALL your tasks, no matter how big or small. Brainstorm until you have got them all.

Next, go down the list and tick each one in the relevant column. Ask yourself, "Looking at this task, what is the best way to handle it?"



Now review your list. If you find you have a lot of tasks in the “Do” category, then look at how you can reduce them to the key few. Prioritise them. Look to at least delegate or defer the items in this list so it is manageable.

Once you’ve done this create an action plan of what you’ll do, what needs to be deferred and until when, what needs to be delegated and to whom and then what can just be dumped.

If you found this useful, then come and join us in our Facebook group, the Growth and Profit Dojo for business owners and leaders looking to grow their business and you can find more useful tools, tips and techniques. Just [click here](#), and make sure you answer all 3 questions to get in! 😊.

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