

Get More Done in Less Time

Before:

| | Take a lot of time | Take little time |
|-------------------------------|--------------------|------------------|
| Must be done by me | 1. 2. 3. | 1. 2. 3. |
| Doesn't have to be done by me | 1. 2. 3. | 1. 2. 3. |

After*:

| | Take a lot of time | Take little time |
|-------------------------------|--------------------|------------------|
| Must be done by me | 1. 2. 3. | 1. 2. 3. |
| Doesn't have to be done by me | 1. 2. 3. | 1. 2. 3. |

* Must be done by me and take a lot of time - **Doubletask & Structure**
 Must be done by me and take little time - **Integrate**
 Don't have to be done by me and take a lot of time - **Delegate**
 Don't have to be done by me and take little time - **Automate**