

Core Proposition – 4D

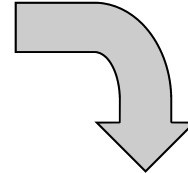


DITCH >> remove the email from your system as you have no future use for it.

DEAL >> if the work is super-urgent or will take 2 minutes or less to complete, deal with the matter straight away.

DELEGATE >> if you can quite reasonably give the work to another person to do.

DECIDE >> if you need to plan the work or file the information away from your Inbox for future use or reference.



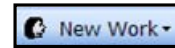
An Organized Workload

OUR
PRODUCT

1. Process emails using the 4D toolbar



2. Process other work via the "New Work" toolbar

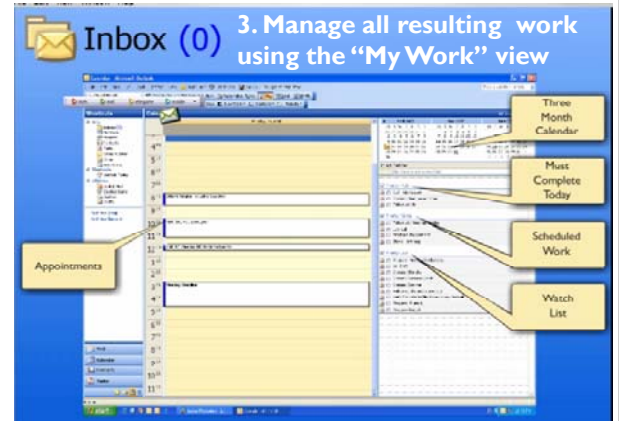


Mails are converted to either:

Fixed work - stored as calendar items

Variable work - stored as tasks

Orla users manage and maintain their tasks and calendar, not their Inbox.



Just Five Things to Learn

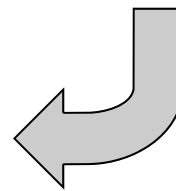
1 **Apply the 4D method to manage your email.**
Stop living in your Inbox.

2 **Identify a date to start or progress your work.**
Don't dodge; make a decision!

3 **Gather and organise what you'll need.**
Be smarter than your subfolders.

4 **Arrange and maintain a comprehensive task list.**
Plan the day before the day plans you.

5 **Use the New Work menu.**
Keep it all in one place.



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