Handling Incoming Information Handout

**Introduction**

We are inundated with information throughout our day. Sometimes it can seem like there is no effective way to manage all of the information coming at us, whether it is in email, print, or phone. With practice the “6 D” method, as devised by Laura Stack, can be used to handle your incoming information efficiently.

**Discard**

Is it something you have no immediate or future need for? If so, discard it.

**Delegate**

Is it something that needs to be handled by someone else? If so, delegate it.

**Do**

Is it something you can accomplish in under three minutes? If so, do it.

**Date**

Is it something you need to do, but can’t do it right now? If so, assign a date for when you will do it.

**Drawer**

Is it something you will need later? If so, put it in the appropriate drawer for easy retrieval.

**Deter**

Is it something that you don’t need and don’t want more in the future? If so, deter future emails by marking as spam, filtering, or unsubscribing.
Resources

For more about Laura Stack, visit her website at:
http://www.theproductivitypro.com

This handout as well as other resources can be found at:
http://www.fredonia.edu/pdc/resources.asp

For more information on the PDC and its programs, please visit our website:
http://www.fredonia.edu/pdc/