ABCDE Method
For Mastering Your To-Do List

List all tasks for the day

Categorize each task as A, B, C, D, or E

Focus on 'A' tasks to ensure the most critical work gets done

Delegate 'D' tasks to others when possible. **Eliminate 'E' tasks** to reduce unnecessary work

Eliminate 'E' tasks to reduce unnecessary work

If time allows, Move on to 'B' and 'C' tasks

A

B

C

D

E