Plan Your Day Using the ABCDE Method

Use the template below to list out everything you must get done today in no particular order.

These should be work tasks, personal tasks, and anything in between. After you list out each task, use the space to the right to assign a letter ranking to that task in accordance with the ABCDE method.

Remember:
A - Tasks you must do.
B - Tasks you should do.
C - Tasks that would be nice to do.
D - Tasks you can delegate to someone else
E - Tasks that you can eliminate altogether

Ranking	Task

btic Brian Tracy International Club by Paul Martin