# ABCDE METHOD

## A TASK PRIORITIZATION STRATEGY

### A
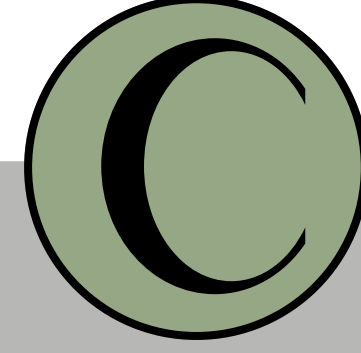**A-Tasks**

**High Priority Tasks**

- Most important items
- Completed in order of list
- Highest consequence if not completed
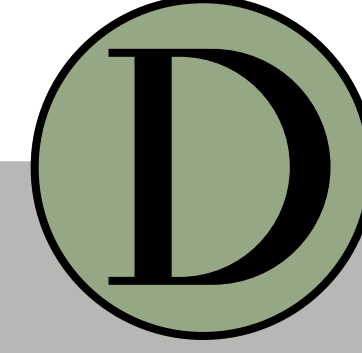
### B
**B-Tasks**

**Minor Consequences**

- Important tasks, but not urgent
- Complete all high priority tasks before starting these tasks

### C
**C-Tasks**

**No Consequences**

- Tasks without consequence
- Nice to do items
- Complete these tasks when A and B tasks are complete

### D
**D-Tasks**

**Delegate**

- Tasks that can be delegated to someone else
- Delegate tasks so you can complete your A tasks.

### E
**E-Tasks**

**Eliminate**

- Tasks that are of no importance and can be eliminated altogether

(Tracy, n.d.)