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Project Design Document

Includes the following sections.

- Overview
- Blueprint
- Learning Outcomes
- Case Study

Note

- Project Information and Goal/Blueprint grids adapted from IDOL courses.
- *Case Study template adapted from IDOL courses.*

ABCDE Method: A Task Prioritization Strategization Strategy

Overview

- **Purpose:** To teach legal staff how to prioritize tasks in an order ranking from High Priority to No Priority.
- **Description:** This process demonstrates to legal staff how to prioritize tasks within their role at a legal office.

Project Information

Project Title	ABCDE Method: A Task Prioritization Strategization Process
Tools used in Development	Canva, H5P
Time in Development	4 hours
Client	LaBrink Legal, P.C.
Collaborators	Amber LaBrink, J.D., Alex Criswell, Instructional Designer and Subject-Matter Expert

Topic Analysis

Audience	Legal Assistants and Lawyers
Problem	The owner of the company identified their staff was having issues prioritizing tasks and cases in a systematic manner.
Solution	An infographic was created using the ABCDE Task Prioritization Framework (by Brian Tracy) outlining the priority framework. Amber would be able to explain priorities in the legal context to staff.
Resources	<p>Robert. (2023). How to Prioritize with the ABCDE Method. <i>Time Hack Hero</i>. http://www.timehackhero.com/the-abcde-method-to-do-list-priority/</p> <p>Tracy, B. (n.d.). How to Set Priorities Using the ABCDE Method. <i>Brian Tracy International</i>. https://www.briantracy.com/blog/time-management/the-abcde-list-technique-for-setting-priorities/</p>

Goal Strategy Blueprint

Lesson Strategy - Course Planning

Starting Point	Milestone 1	Milestone 2	Milestone 3	Goal
Someone at this stage is:	Someone at this stage is:	Someone at this stage is:	Someone at this stage is:	Someone at this stage is:
Learner is unfamiliar with prioritization.	Learners are able to identify the five stages of prioritization based on letter.	Learners are able to identify each stage and sub category based on letter.	Learners are able to distinguish each stage based on letter, sub category, and provide context.	Learner will be able to consider their own priorities and apply the framework.
To get to the next stage:	To get to the next stage:	To get to the next stage:	To get to the next stage:	Goal Assessment
Learners will review each of the top letters and identify the categories.	Learners will review each stage information in detail to comprehend how to identify the appropriate sub category level.	Learners will review each stage information in detail to comprehend how to identify the appropriate level of priority.	Learner should be prompted to consider their own tasks and level of priority.	Learner will be able to evaluate priorities into an appropriate leveling of hierarchy for work tasks.
Content Ideas	Content Ideas	Content Ideas	Content Ideas	Overall Goal
				Learner will be able to separate tasks into a priority ranking if given a list of professional tasks.

Learning Outcomes

Terminal Course Outcome(s)

- By the end of this training, given a list of tasks, learners will be able to organize items into a list of ordered priority.

Learning Objectives

- Explain the task prioritization strategy.
- Identify the levels of prioritization.
- Recall an example of each of the levels of prioritization.
- Apply the task prioritization strategy in a legal case.

Case Study

Background – Context

LaBrink Legal, P.C. is a small legal firm in La Porte, Indiana., offering legal services in La Porte County and Northwest Indiana. The firm specializes in medical malpractice, personal injury, motor vehicle accidents, product liability, and nursing home negligence cases.

The owner, Amber LaBrink, recently noticed her legal assistant staff and partners were having issues with task prioritization.

Challenge

Amber was becoming increasingly frustrated as her assistants prioritized the wrong cases for court dates and her associates prioritized the wrong details within court cases.

Alex suggested that Amber use the ABCDE Task Prioritization Framework after consultation as it is a simple five-frame method and is rated as easy to use. Amber wanted an easy framework for her staff to learn as cases were building up quickly and needed to be re-prioritized effectively.

Solution

The ABCDE Task Prioritization Framework was suggested to be used when designing the visual image. Amber wanted to ensure the staff understood the prioritization easily and desired the content to be simple. She was going to use each letter of the framework to describe specific legal tasks that aligned to each role for clarification to the staff.

Results – Reflection

After the training was deployed to the learners, Amber noted an immediate 75% increase in organization within the office. Case dates were being prioritized effectively and client information was being organized accurately.

Amber noted her staff continually uses the ABCDE worksheet on occasion to organize their tasks when they question which tasks are really needed at a specific moment.

Her staff has noted they are much happier and they enjoy the fact they actually have clean desks and case files after months of clutter and disorganization.