

PRIORITISATION

THE ABCDE METHOD

A structured hierarchy for your brain dump. By categorising tasks from "Most Critical" to "Out of Scope," you ensure your energy isn't being leaked into low-value noise.

A MOST IMPORTANT

Critical tasks with significant consequences if ignored. Rank them A1, A2, A3.

B IMPORTANT

Should be done, but minor consequences. Never do a 'B' when an 'A' is left.

C NICE TO DO

Useful but not critical. No real consequence. Do only when A and B are finished.

D DELEGATE

Tasks to outsource. Protect your executive function for high-value work.

E ELIMINATE

Low-value tasks that offer no progress. Delete them to free up headspace.

IMPLEMENTATION FLOW

- 01. BRAIN DUMP:** List every task without judging priority yet.
- 02. ASSIGN LETTERS:** Brutally categorise into A, B, C, D, or E.
- 03. EAT THE FROG:** Start on A1. Do not touch A2 until A1 is done.

ABCDE CATEGORISATION

A MOST IMPORTANT

A1 _____

A2 _____

A3 _____

B IMPORTANT

B1 _____

B2 _____

C NICE TO DO

C1 _____

C2 _____

D DELEGATE

D1 _____

E ELIMINATE

E1 _____

"Don't major in minor things. If it's an 'E', let it go."