ABCDE Method Template One

A - Most Important

B - Second Most Important

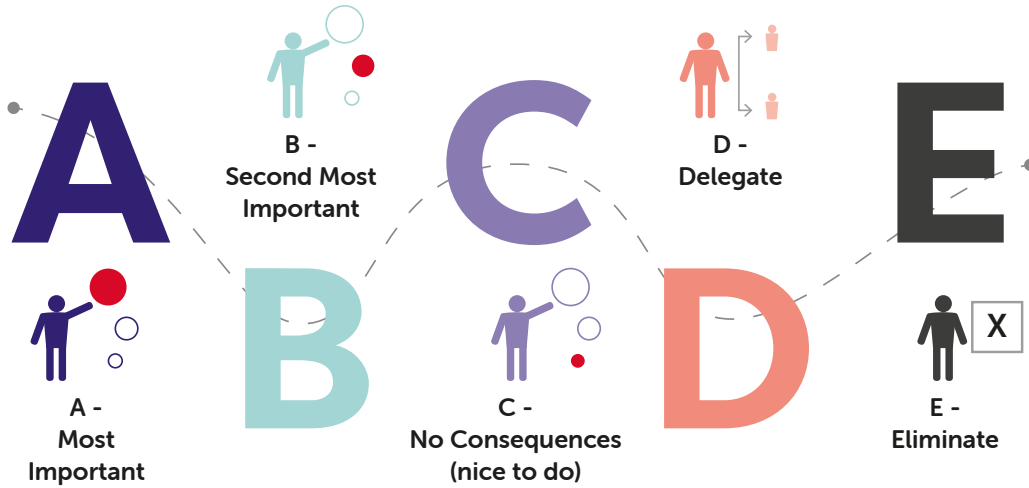C - No Consequences (nice to do)

D - Delegate

E - Eliminate

A TASKS (Do these first)

B TASKS (Some value and consequence)

C TASKS (Lowest priority. No risk if not done nor any upside if done.)

D TASKS (Somebody else should be doing these ... Delegate them)

E TASKS (Nobody should be doing these. Strike them off.)