

What is the ABC Method for Time Management?

The **ABC time management** method involves categorizing your tasks into labels 'A', 'B', and 'C' – the letter A includes the highest priority and urgent tasks, while 'C' has the least important tasks.

A

A item is any task or work that has to be completed with the utmost urgency

These include tasks such as projects and deadlines.

B

Your B item is work that isn't necessarily associated with a deadline but needs to be completed when possible.

These include tasks like archiving completed projects.

C

C item is the least important task in your schedule.

These include tasks which are less important and should be completed when time is available.



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