

ABC TIME MANAGEMENT SUCCESS WORKSHEET

ABC SUCCESS TACTIC:

- We must work to stay in our “A” project, top priority, or important list.
- Prioritize your tasks into A, B, and C categories. Tackle the big, important things first. Do all A tasks before starting B tasks. The little things will disappear when the big things are out of the way.

The "A" List

- Recruiting new talent
- Training and re-training
- One on one's
- Check-ins or annual/bi-annual reviews
- Programming development
- Project management
- Technology adoption
- What else?

The "B" List

- Inventory update
- Email management
- Communication development
- Menu planning and updating
- What else?

The "C" List

- What on your daily/weekly/monthly to-do list would you categorize as a “C”?

INDIVIDUAL ACTIVITY

The “A” Projects – this activity will show you how to prioritize by identifying the A, B, and C tasks in your day.

Instructions

- Make a list of all the daily, weekly, and monthly tasks you manage on the worksheet below.
- Rate each of the tasks with an A, B, C in priority
- Put a line through all the C's
- The ones left (A's and B's) are the tasks and actions to focus on

[illegible]

ACTIVITY DEBRIEF

- What tasks did you categorize as C’s that need less of your attention?

- What A’s need more of your attention?

- How long does it take to prioritize our day and week?

ACTION ITEMS TO EXECUTE

Below, add the one or two Action Items from this discussion that you are taking away to execute in this quarter:

Action List	Date Completed
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	