

*the*

# ABCD CURVE



THE COACHING MASTERS

**OBJECTIVE:** Evaluate and reorganize time management, as well as identify the necessary actions to achieve the objective. What actions will be needed to turn your dream into reality? What only you can do that, if done right, will make a big difference in achieving your goal?

**1) STEP 1:** Evaluate daily activities.

- How would you describe your daily schedule?
- Describe your routine.

**2) STEP 2:** ABCDE analysis.

Evaluate the consequences of each action and categorize them into ABCDE:

- **A: High impact.** Great importance with highly positive consequences.
  - What are your daily activities that bring you great results for your life as a whole? (80/20)
- **B: Medium impact.** It is important, but if not carried out, it will have little consequence for the achievement of its goals.
  - What tasks are urgent but have little influence on achieving your goal? (These are tasks that usually have consequences for other people).
- **C: Low impact.** It would be nice, but with little consequence.
  - Which tasks are unimportant, not urgent and have few immediate consequences for the realization of your dream?
- **D: Delegates.**
  - What tasks could you delegate to someone else to do?
- **E: Eliminate.**
  - Where do you think you waste your time?
  - What do you do that brings you comfort but has no impact on your life?

**3) STEP 3:** Rearrange the schedule.

- How can you reorganize yourself to better utilize your time and move towards your dream?