

To achieve goals and become all that you can become, you need to start controlling your time. The basic time management tool is the priority list, to do list, which is used as a permanent asset for personal management. The fact is that we can't control "the time" but we can control ourselves. Therefore, time management requires self-discipline and self-control.

ABCDE method

ABCDE method inquire that before you begin to check your priority list or to do list, and to put beside each task mark A, B, C, D or E. This will make your work much more efficient when you start doing them.

A task – is something which is really important. Whether you do it or not, it can have a big impact on your results and success. You should do task A before all others. If you have more than one "A" organized them according to priority A-1, A-2, A-3...

B task - is something which you should do. Has mild consequences for its execution or not execution. For example checking your email, or calling your friend...

C task – is a task that be good to do. Task which don't have any consequences in case you don't complete. For example one more coffee, going in shopping, reading newspaper.

D task - is a task that you can pass to anyone else.

E task – is a something that you can eliminate. That can be some old activity which today do not have any importance or relevance to you, an activity that does not have the significance for achieving your goals.

Importance rule: Never do task "B" if you didn't complete task "A", never start with task "C" if you still have to finish some task "B".

Doing a task system one by one, is one of the best technique for managing time and managing yourself. That means when you made a decision what is you're A-1 task, catch that task and work on it, concentrate on that task only. Discipline yourself to concentrate, without relaxing or distracting.