

Methodological tool: The ABCD Matrix

Number of methodological Tool	EUPA_LO_090_M_001
Work Area Code and Title	WA14: Office Effectiveness and Efficiency
Unit Code and Title	3.26 Use planning skills to accomplish tasks to agreed deadlines
Learning Outcome Number and Title	LO90: Demonstrate ability to prioritise all activities to ensure work is completed to agreed deadlines.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Recall main principles of time management 2. Sort out various tasks according to importance and urgency
Approximate Time needed for the completion of this exercise	10 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	Learners are given a list of different tasks, and are asked to sort them according to the priorities to ABCD matrix. After they are finished, the trainer presents the suggested solution, discussion follows to justify the learners answers.
Exercise is accompanied by	EUPA_LO_090_M_001_Att
Exercise solution	TBA
Other comments to the trainer	N/A