

LEARN TO PRIORITISE LIKE A PRO

By **Chris Donnelly** <https://www.chris-donnelly.co.uk>

FOR LEADERS Warren Buffett's 5/25 Rule



1. Write down 25 goals you want to achieve.
2. Circle your top 5.
3. Never think about the other 20 again.

Or they'll take time away from the 5 that truly matter to you.

FOR TEAMS Impact/Effort Matrix



FOR INDIVIDUALS Ivy Lee Method

①

At the end of your work day, list 6 things you want to get done the next day.

②

Order them from the most to the least important.

③

The next day, focus on only the top task. Don't do any others until it's finished.

④

Move on to the rest of the items one by one. At day's end repeat the process.

FOR EVERYONE Focus Funnel



TOOLS:



Trello

Trello: Visualise tasks with boards and cards.



asana

Asana: Assign and prioritise tasks with ease.



todoist

Todoist: Manage tasks across devices.



wrike

Wrike: Collaborate and track progress effectively.



Microsoft TO DO: Integrate with Microsoft 365 for task management.



Notion

Notion: Customise your workspace for notes and tasks.

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Pro Self Help

BM King



Pro Self Help:

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Nursing Sensitive Outcomes Joan Almost,2003 This text is an invaluable resource for nurse researchers scholars and health care professionals committed to effective quality nursing care as evidenced by nursing sensitive outcomes measurement The authors provide a comprehensive review of literature specific to outcomes measurement for self care symptom control pain adverse occurrences and patient satisfaction *Evidence-Based Cancer Care and Prevention* Charles W. Given, PhD,Barbara Given, RN, PhD, FAAN,Sharon Kozachik, MSN, RN, MS,Danielle Nicole DeVoss, PhD,2003-03-01 The goal of behavioral oncology is to understand and explain the role and impact of behaviors at all phases in the cancer trajectory from prevention and detection to diagnosis and early treatment to survivorship recurrence and or death Each chapter includes summaries of recent research on cancer related behavioral interventions discussions of the studies summarized and suggestions for future research The book is a product of collaboration among members of the Behavioral Cooperative Oncology Group of the Mary Margaret Walther Program for Cancer Care Research at the Walther Cancer Institute in Indianapolis Indiana

Reauthorization of the Higher Education Act and Related Measures United States. Congress. House. Committee on Education and Labor. Subcommittee on Postsecondary Education,1979 Transactions Missouri State Medical Association,1890 *California State Government: The independent agencies, 1850-1939* Elsey Hurt,1937 **The U. S. Monthly Magazine** ,1882 **Roman Law Examination Guide** Joseph Alexander Shearwood,1910 **Gai Institutiones** Gaius,1925 The Lancet ,1891 **Senate documents** ,1893 *The World's Work* ,1915 A history of our time

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numerous literary and personal sources of Eliot's modernist sensibility

Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **Pro Self Help**

In a world inundated with screens and the cacophony of instantaneous connection, the profound power and psychological resonance of verbal artistry often fade in to obscurity, eclipsed by the constant onslaught of sound and distractions. However, nestled within the lyrical pages of **Pro Self Help**, a fascinating function of fictional splendor that impulses with organic feelings, lies an remarkable trip waiting to be embarked upon. Published with a virtuoso wordsmith, that mesmerizing opus books readers on an emotional odyssey, softly revealing the latent potential and profound influence stuck within the intricate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we can embark upon an introspective exploration of the book is main subjects, dissect their captivating writing model, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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