

# 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

**Puja Mehta**



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## **Table of Contents Pro Self Help**

1. Understanding the eBook Pro Self Help
  - The Rise of Digital Reading Pro Self Help
  - Advantages of eBooks Over Traditional Books
2. Identifying Pro Self Help
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Pro Self Help
  - User-Friendly Interface
4. Exploring eBook Recommendations from Pro Self Help
  - Personalized Recommendations
  - Pro Self Help User Reviews and Ratings
  - Pro Self Help and Bestseller Lists
5. Accessing Pro Self Help Free and Paid eBooks

- Pro Self Help Public Domain eBooks
  - Pro Self Help eBook Subscription Services
  - Pro Self Help Budget-Friendly Options
6. Navigating Pro Self Help eBook Formats
    - ePub, PDF, MOBI, and More
    - Pro Self Help Compatibility with Devices
    - Pro Self Help Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Pro Self Help
    - Highlighting and Note-Taking Pro Self Help
    - Interactive Elements Pro Self Help
  8. Staying Engaged with Pro Self Help
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Pro Self Help
  9. Balancing eBooks and Physical Books Pro Self Help
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Pro Self Help
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Pro Self Help
    - Setting Reading Goals Pro Self Help
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Pro Self Help
    - Fact-Checking eBook Content of Pro Self Help
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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