

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

Xiang Xie



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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 *Suffolk County Farm and Home Bureau News* ,1927 **China Christian Year Book** ,1913 *Hôpital Dans Le Monde* ,1969 *A History of English Law* Sir William Searle Holdsworth,1909 **The Economic Journal** ,1892 Contains papers that appeal to a broad and global readership in all fields of economics **Industrial Safety Cooperation** Inland Steel Company,1918 **Minutes of the General Association of the Congregational Churches of Michigan** Congregational Churches of Michigan. General Association,1887 *Where the Words Are Valid* Randy Malamud,1994-12-30 Treats Eliot s seven plays as central to the understanding of the rest of his work and points out numerous literary and personal sources of

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