

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

Randy Malamud



Pro Self Help:

The HUMAN Bible: The Neutral Bible Rex Supreme,2012-10-01 The brand new self help book that is the ultimate in being pro human the ultimate in humanism with the new subject theme of Be good be neutral but don t be bad With brand new How To Be subject lessons Supreme Super Power The Secret Ultimate Power The Most Powerful New Human Subject Lessons For Greatness Fame Fortune And Power Created By And Given By John Rosario Rex Supreme p 374 Super Human How To Become A Super Human Being Become The Super Human Version Of Yourself p 538 Human God How To Become Your Own God A Self God p 558 Human God How To Be A Human God A Demi God p 566 Billionaire How To Become A Billionaire Become Billionaire Rich Famous Powerful p 586 THAT S RIGHT LEARN HOW TO BECOME A BILLIONAIRE It s humankind reformed perfected and made superior to its previous regular self *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 *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

Eliot s modernist sensibility

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living primarily ... Chapter 15 and 16 Study Guide Answers Chapter 15 and 16 Study Guide Answers. Section 15-1.

VOCABULARY REVIEW. 1. Evolution is the development of new types of organisms from preexisting types of ... Tachdjian's Pediatric Orthopaedics:... by Herring MD, John A. ISBN-13. 978-1437715491. Edition. 5th. Publisher. Saunders. Publication date. December 19, 2013. Language. English. Dimensions. 9 x 4 x 12 inches. Print length. Tachdjian's Procedures in Pediatric Orthopaedics 3 brand new procedures not included in Tachdjian's Pediatric Orthopaedics, 5th Edition: Ganz Periacetabular Osteotomy, Ponte Osteotomy, and Sacro-Iliac Screws. Tachdjian's Procedures in Pediatric Orthopaedics - Elsevier May 19, 2016 — Tachdjian's Procedures in Pediatric Orthopaedics is a brand new derivative resource from Tachdjian's Pediatric Orthopaedics, 5th Edition, ... Tachdjian's Pediatric Orthopaedics: from the Texas Scottish ... by S Ibrahim · 2015 · Cited by 20 — Tachdjian's Pediatric Orthopaedics: from the Texas Scottish Rite Hospital for Children. Reviewed by Sharaf Ibrahim. John A Herring [editor] 5th edition 2014. From the Texas Scottish Rite Hospital for Children, 6th edition Nov 27, 2020 — Purchase Tachdjian's Pediatric Orthopaedics: From the Texas Scottish Rite Hospital for Children, 6th edition - 6th Edition. Tachdjian's Procedures in Pediatric Orthopaedics Tachdjian's Procedures in Pediatric Orthopaedics is a brand new derivative resource from Tachdjian's Pediatric Orthopaedics, 5th Edition, the classic ... Tachdjian's Pediatric Orthopaedics, 5th Edition Perfect your technique with the visual guidance of nearly 2,500 full-color illustrations and 60 videos of pediatric surgical procedures, including a number that ... Tachdjian's Procedures in Pediatric Orthopaedics Apr 4, 2016 — Tachdjian's Procedures in Pediatric Orthopaedics is a brand new derivative resource from Tachdjian's Pediatric Orthopaedics, 5th Edition ... Tachdjian's Procedures in Pediatric Orthopaedics Mar 2, 2016 — Tachdjian's Procedures in Pediatric Orthopaedics is a brand new derivative resource from Tachdjian's Pediatric Orthopaedics, 5th Edition ... Tachdjian's Procedures in Pediatric Orthopaedics Mar 2, 2016 — Tachdjian's Procedures in Pediatric Orthopaedics is a brand new derivative resource from Tachdjian's Pediatric Orthopaedics, 5th Edition, ...