

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

Joan Almost



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

Pro Self Help Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Pro Self Help**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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Kartause von Parma von Stendhal Bei allem Realismus ist Die Kartause von Parma als tragische Romanze auch Stendhals Kommentar zur Gefühlskälte der Politik. Gina Sanseverina wird mit einem ... Die Kartause Von Parma: STENDHAL Die Kartause Von Parma ; ASIN, B0000BO8JM ; Publisher, Im Verlag Kurt Desch. (January 1, 1956) ; Language, German ; Hardcover, 0 pages ; Item Weight, 1.21 ... Die Kartause von Parma - Bücher Die Kartause von Parma · Erscheinungsdatum: 15.09.2007 · 1000 Seiten · Hanser Verlag · Fester Einband · ISBN 978-3-446-20935-0 · Deutschland: 44,00 € ... Die Kartause von Parma - mit Gérard Philipe Aufwändige französisch-italienische Klassiker-Verfilmung des gleichnamigen Romans (1839) von Stendhal aus dem Jahr 1948 mit Gérard Philipe in der Hauptrolle. Stendhal: Die Kartause von Parma. Roman Oct 10, 2007 — Herausgegeben von Paul Delbouille und Kurt Kloocke. Ce volume contient les textes politiques et les textes d'inspiration personnelle rédigés par ... Die Kartause von Parma - Stendhal Übersetzt von: Arthur Schurig · Verlag: FISCHER E-Books · Erscheinungstermin: 19.12.2011 · Lieferstatus: Verfügbar · 1230 Seiten · ISBN: 978-3-10-401217-9 ... Die Kartause von Parma »Die Kartause von Parma«, die ihre Entstehung einem langen Reifeprozess verdankt, ist eine glückliche Mischung aus Abenteuergeschichte, psychologischer Analyse ... Tatterhood and Other Tales "Tatterhood," a Norwegian tale, is the first of 25 folk tales of brave, smart, and strong girls and women from collected, edited, and adapted from Africa, the ... Tatterhood and Other Tales by Ethel Johnston Phelps These twenty-five traditional tales come from Asia, Europe, Africa, and the Americas. All the central characters are spirited females—decisive heroes of ... Tatterhood and other tales: Stories of magic and adventure "Tatterhood," a Norwegian tale, is the first of 25 folk tales of brave, smart, and strong girls and women from collected, edited, and adapted from Africa, the ... Tatterhood and Other Tales: Stories of Magic and Adventure These twenty-five traditional tales come from Asia, Europe, Africa, and the Americas. All the central characters are spirited females—decisive heroes of ... Tatterhood and Other Tales book by Ethel Johnston Phelps These twenty-five traditional tales come from Asia, Europe, Africa, and the Americas. All the central characters are spirited females—decisive heroes of ... Tatterhood Jul 12, 2016 — In every story, Tatterhood highlights the power of folklore and fairytales to hold up a mirror to our own humanity, reflecting back a glittering ... Tatterhood and Other Tales - Softcover These twenty-five traditional tales come from Asia, Europe, Africa, and the Americas. All the central characters are spirited females—decisive heroes of ... Tatterhood and Other Tales by Ethel Johnston Phelps These twenty-five traditional tales come from Asia, Europe, Africa, and the Americas. All the central characters are spirited females—decisive heroes of ... Tatterhood and other tales : stories of magic and adventure A collection of traditional tales from Norway, England, China, and many other countries. Tatterhood and Other Tales These twenty-five traditional tales come from Asia, Europe, Africa, and the Americas. All the central characters are spirited females—decisive heroes of ...