

# 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

**Charles W. Given, PhD, Barbara Given,  
RN, PhD, FAAN, Sharon Kozachik, MSN,  
RN, MS, Danielle Nicole DeVoss, PhD**

## 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

## Unveiling the Magic of Words: A Overview of "**Pro Self Help**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Pro Self Help**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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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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