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

	Low Effort	High Effort
High Impact	EASY WINS	BIG BETS
Low Impact	INCREMENTAL	MONEY PIT (Project you shouldn't do)
Negative	LOSS GENERATORS (Project you really shouldn't do)	

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 1st 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

TASKS
- ELIMINATE
- AUTOMATE
- DELEGATE
- YOU → FOCUS NOW / SCHEDULE LATER

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 — 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](#)

M Walker

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

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Journal of Education ,1919   *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   Hôpital Dans Le Monde ,1969

Pro Self Help Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Pro Self Help**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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