

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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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 Power of Words

In a world driven by information and connectivity, the ability of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Pro Self Help**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Compiled 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 effect on readers.

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