

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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Sir William Searle Holdsworth



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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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Unveiling the Power of Verbal Art: An Mental Sojourn through **Pro Self Help**

In a global inundated with monitors and the cacophony of instantaneous transmission, the profound power and emotional resonance of verbal art often fade into obscurity, eclipsed by the constant barrage of noise and distractions. Yet, located within the musical pages of **Pro Self Help**, a charming work of fictional brilliance that pulses with raw thoughts, lies an memorable trip waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this interesting opus books readers on a psychological odyssey, gently exposing the latent potential and profound impact embedded within the intricate web of language. Within the heart-wrenching expanse of this evocative evaluation, we shall embark upon an introspective exploration of the book is central themes, dissect their fascinating writing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

<https://ftp.thebrandexperience.com/About/detail/Documents/Toolkit%20Biohacking.pdf>

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