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 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

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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