

# 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

**JG Myers**



## **Pro Self Help:**

## Adopting the Song of Phrase: An Mental Symphony within **Pro Self Help**

In a world consumed by screens and the ceaseless chatter of fast connection, the melodic beauty and psychological symphony developed by the prepared term frequently fade into the back ground, eclipsed by the constant noise and interruptions that permeate our lives. But, nestled within the pages of **Pro Self Help** a marvelous literary treasure brimming with fresh thoughts, lies an immersive symphony waiting to be embraced. Constructed by a wonderful composer of language, that interesting masterpiece conducts visitors on an emotional trip, well unraveling the concealed melodies and profound impact resonating within each carefully crafted phrase. Within the depths of the moving examination, we can investigate the book is main harmonies, analyze their enthralling publishing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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