

# 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

**K Morrison**



## **Pro Self Help:**

## Whispering the Strategies of Language: An Psychological Journey through **Pro Self Help**

In a digitally-driven world where screens reign supreme and immediate transmission drowns out the subtleties of language, the profound strategies and psychological subtleties concealed within phrases frequently move unheard. However, located within the pages of **Pro Self Help** a captivating literary treasure blinking with fresh emotions, lies a fantastic quest waiting to be undertaken. Published by a talented wordsmith, that wonderful opus attracts visitors on an introspective trip, gently unraveling the veiled truths and profound affect resonating within the very fabric of each and every word. Within the psychological depths of this touching evaluation, we will embark upon a honest exploration of the book is key subjects, dissect its charming writing design, and succumb to the effective resonance it evokes strong within the recesses of readers hearts.

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