

# 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

**Anthony S. Fauci**



## **Pro Self Help:**

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

In a digitally-driven earth where monitors reign great and quick transmission drowns out the subtleties of language, the profound strategies and psychological nuances hidden within words frequently go unheard. Yet, situated within the pages of **Pro Self Help** a fascinating literary prize pulsing with fresh thoughts, lies an exceptional journey waiting to be undertaken. Written by an experienced wordsmith, that charming opus invites visitors on an introspective trip, delicately unraveling the veiled truths and profound impact resonating within ab muscles cloth of every word. Within the psychological depths of this touching evaluation, we can embark upon a sincere exploration of the book is core themes, dissect its charming publishing design, and yield to the strong resonance it evokes strong within the recesses of readers hearts.

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### **Table of Contents Pro Self Help**

1. Understanding the eBook Pro Self Help
  - The Rise of Digital Reading Pro Self Help
  - Advantages of eBooks Over Traditional Books
2. Identifying Pro Self Help
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Pro Self Help
  - User-Friendly Interface
4. Exploring eBook Recommendations from Pro Self Help
  - Personalized Recommendations
  - Pro Self Help User Reviews and Ratings

- Pro Self Help and Bestseller Lists
- 5. Accessing Pro Self Help Free and Paid eBooks
  - Pro Self Help Public Domain eBooks
  - Pro Self Help eBook Subscription Services
  - Pro Self Help Budget-Friendly Options
- 6. Navigating Pro Self Help eBook Formats
  - ePub, PDF, MOBI, and More
  - Pro Self Help Compatibility with Devices
  - Pro Self Help Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Pro Self Help
  - Highlighting and Note-Taking Pro Self Help
  - Interactive Elements Pro Self Help
- 8. Staying Engaged with Pro Self Help
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Pro Self Help
- 9. Balancing eBooks and Physical Books Pro Self Help
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Pro Self Help
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Pro Self Help
  - Setting Reading Goals Pro Self Help
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pro Self Help
  - Fact-Checking eBook Content of Pro Self Help
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

## **Pro Self Help Introduction**

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web big hero 6 with all the heart and humor audiences expect from walt disney animation studios big hero 6 is an action packed comedy adventure that introduces baymax a lovable personal companion robot who forms a special bond

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web inspired by the marvel comics of the same name and featuring breathtaking action with all the heart and humor audiences expect from walt disney animation studios big hero 6 is directed by

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web as the story progresses players will discover the spirit of christmas and help the grinch s heart grow three sizes featuring colorful visuals inspired by dr seuss s original illustrations from the beloved story players must embark on a

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web gallery details have a great grinchy time trying to steal christmas in this festive platformer and help the grinch s small heart grow a few sizes bigger along the way every who down in who ville loves to sing gift and feast which are all of the things grinch can t stand in the least

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web the grinch christmas adventures the grinch has had a wonderful awful idea steal all the presents in who ville using gadgets like his stealthy santa costume and candy cane lasso help him sneak around freeze creatures with snowballs and learn the meaning of christmas along the way in this festive platformer all reviews no user reviews

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