

# 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

**Joseph Alexander Shearwood**



## Pro Self Help:

The HUMAN Bible: The Neutral Bible Rex Supreme,2012-10-01 The brand new self help book that is the ultimate in being pro human the ultimate in humanism with the new subject theme of Be good be neutral but don t be bad With brand new How To Be subject lessons Supreme Super Power The Secret Ultimate Power The Most Powerful New Human Subject Lessons For Greatness Fame Fortune And Power Created By And Given By John Rosario Rex Supreme p 374 Super Human How To Become A Super Human Being Become The Super Human Version Of Yourself p 538 Human God How To Become Your Own God A Self God p 558 Human God How To Be A Human God A Demi God p 566 Billionaire How To Become A Billionaire Become Billionaire Rich Famous Powerful p 586 THAT S RIGHT LEARN HOW TO BECOME A BILLIONAIRE It s humankind reformed perfected and made superior to its previous regular self     **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

Transactions Missouri State Medical Association,1890     *Reauthorization of the Higher Education Act and Related Measures* United States. Congress. House. Committee on Education and Labor. Subcommittee on Postsecondary Education,1979     *California State Government: The independent agencies, 1850-1939* Elsey Hurt,1937     New Jersey Library Bulletin ,1911     Poland George Kolankiewicz,Paul G. Lewis,1988 This volume in the Marxist regime series focuses on Poland examining and evaluating critically the application of Marxist doctrine in its society assessing its interpretations its successes and failures     Gai Institutiones Gaius,1925     **Roman Law Examination Guide** Joseph Alexander Shearwood,1910     **The World's Work** ,1915 A history of our time     **The Lancet** ,1891     Senate documents ,1893

*The U. S. Monthly Magazine* ,1882     *Suffolk County Farm and Home Bureau News* ,1927     Journal of Education ,1919     *A History of English Law* Sir William Searle Holdsworth,1909     **The Economic Journal** ,1892 Contains papers that appeal to a broad and global readership in all fields of economics     Industrial Safety Cooperation Inland Steel Company,1918     **Hôpital Dans Le Monde** ,1969

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### **Pro Self Help :**

Skill Practice 1 Classify the following as chemical changes (C) or physical changes (P). ... Given your answers to question 1 and the fact that this reaction takes place at 25oC ... Skill Practice 23 2004 by Jason Neil. All rights reserved. Skill Practice 23. Name: Date: Hour: \_\_\_\_\_. Draw Lewis structures for each of the following. 1. NO3. 1-. 2. CH4. Skill Practice 26 Skill Practice 26. Name: Date: Hour: \_\_\_\_\_. 1. What does it mean to say that a bond is polar? One of the atoms ... Skill Practice 16 - Atomic Size Skill Practice 16. Atomic Size. Practice. Name: KEY. Date: Hour: 1. What force of attraction does the second

energy level of a phosphorus atom "feel" from the ... Skill Practice 13 Obtain permission for classroom use at [www.ChemistryInquiry.com](http://www.ChemistryInquiry.com). Skill Practice 13. Name: Date: Hour: \_\_\_\_ . 1 ... Sample Guided Inquiry Chemistry Lessons Please evaluate all of the materials for the unit. You will find ChemQuests, Skill Practice assignments, review sheets, video explanations, and labs. To ... Skill Practice 9 Skill Practice 9. Practice Problems. Name: Average Atomic Mass. Date: Period: \_\_\_\_ . A certain element exists as ... Skill Practice 14 (ANSWER KEY) Skill Practice 14 (ANSWER KEY). Lewis Practice. Name: Date: Hour: \_\_\_\_ . How many valence electrons does each of ... Skill Practice 30-33 answers.doc View Homework Help - Skill Practice 30-33 answers.doc from CHEM 202 at Simon Fraser University. Skill Practice 30 Name: \_ Date: \_ Hour: \_ 1.

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