

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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**Great Britain. Parliament. House of
Commons**

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Whispering the Secrets of Language: An Emotional Quest through **Pro Self Help**

In a digitally-driven world where screens reign great and immediate interaction drowns out the subtleties of language, the profound strategies and emotional subtleties concealed within words often go unheard. Yet, set within the pages of **Pro Self Help** a fascinating literary prize pulsating with organic feelings, lies a fantastic quest waiting to be undertaken. Written by a talented wordsmith, this wonderful opus encourages viewers on an introspective journey, softly unraveling the veiled truths and profound impact resonating within the cloth of each word. Within the mental depths of the moving review, we can embark upon a sincere exploration of the book's primary themes, dissect its fascinating writing style, and succumb to the strong resonance it evokes heavy within the recesses of readers' hearts.

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