

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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M Planty



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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

Unveiling the Magic of Words: A Overview of "**Pro Self Help**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Pro Self Help**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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