

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

SJ Ball



Pro Self Help:

Unveiling the Power of Verbal Art: An Emotional Sojourn through **Pro Self Help**

In a world inundated with screens and the cacophony of immediate transmission, the profound power and psychological resonance of verbal artistry usually fade in to obscurity, eclipsed by the constant assault of sound and distractions. However, set within the musical pages of **Pro Self Help**, a captivating perform of literary beauty that impulses with natural feelings, lies an memorable journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this magical opus books readers on a psychological odyssey, delicately revealing the latent possible and profound influence embedded within the intricate internet of language. Within the heart-wrenching expanse of the evocative examination, we can embark upon an introspective exploration of the book is main subjects, dissect its charming publishing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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