

# 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

**Lingsheng Yao**



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**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

Reauthorization of the Higher Education Act and Related Measures United States. Congress. House. Committee on Education and Labor. Subcommittee on Postsecondary Education,1979

**Transactions** Missouri State Medical Association,1890

**California State Government: The independent agencies, 1850-1939** Elsey Hurt,1937

**The U. S. Monthly Magazine** ,1882

Roman Law Examination Guide Joseph Alexander Shearwood,1910

**The World's Work** ,1915 A history of our time

Gai Institutiones Gaius,1925

*The Lancet* ,1891

**Senate documents** ,1893

**Suffolk County Farm and Home Bureau News** ,1927

Hôpital Dans Le Monde ,1969

**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

**Minutes of the General Association of the Congregational Churches of Michigan** Congregational Churches of Michigan. General Association,1887

*Where the Words Are Valid* Randy Malamud,1994-12-30 Treats Eliot s seven plays as central to the understanding of the rest of his work and points out numerous literary and personal sources of Eliot s modernist sensibility

**Parliamentary Papers** Great Britain. Parliament. House of Commons, 1901

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