

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

KJ Lindholm-Leary



Pro Self Help:

Whispering the Strategies of Language: An Mental Quest through **Pro Self Help**

In a digitally-driven world where screens reign supreme and instant transmission drowns out the subtleties of language, the profound strategies and emotional nuances concealed within words usually get unheard. Yet, situated within the pages of **Pro Self Help** a captivating literary treasure pulsating with raw emotions, lies a fantastic journey waiting to be undertaken. Composed by a skilled wordsmith, that wonderful opus encourages readers on an introspective trip, softly unraveling the veiled truths and profound impact resonating within the fabric of each word. Within the mental depths of this moving review, we shall embark upon a genuine exploration of the book is key styles, dissect its fascinating writing style, and fail to the strong resonance it evokes deep within the recesses of readers hearts.

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