

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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web let s explore plant structures and functions seed dispersal and parts of a flower in the 3 investigations students dissect flowers to learn about the main parts of a flower explore plant structures and functions outside and observe seeds and how they move the investigations include teacher directions student recording pages discussion

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web cut into fruits to discover their shared structures and how they hint at their past lives as flowers each botanical fruit develops from a flower and contains the next generation of the plant dissect a few fruits to understand the structures

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web objectivesdescribe that the flower produces pollen nectar and seeds describe how the flower attracts insects and other pollinators for reproduction all key terms have been

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web the pollen reaches the ovules and begins the process of turning them to seed describe an example of animal behavior that helps it increase its odds of reproducing give your

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web in this laboratory activity students dissect a lilly flower and identify the male and female parts students identify specialized plant structures that affect the probability of

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web you can use the post lab on the third page as a formative assessment where students label a diagram and match the parts with their roles this lab is aligned with florida s

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web activity begin the activity by reviewing the male and female parts of a flower it s helpful to have a diagram on the board you will want to review the following points to reinforce

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web directions for dissection on the back side of this sheet fill in a box with the name how many and function of each part color code the box to match the flower part 1 find and

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web 1 introduction before beginning the lab show students the flower dissection video and discuss the safety procedures that should be followed when using a scalpel proper lab behavior and go over the norms of working in a group place students in groups of 3 4 and pass out the student worksheets go over the flower lab

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