

# 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

**RJ Alexander**



## **Pro Self Help:**

## Embracing the Tune of Expression: An Mental Symphony within **Pro Self Help**

In a world consumed by screens and the ceaseless chatter of quick transmission, the melodic splendor and emotional symphony developed by the written word usually fade in to the backdrop, eclipsed by the constant noise and distractions that permeate our lives. But, set within the pages of **Pro Self Help** a charming fictional value filled with raw emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, that charming masterpiece conducts viewers on a mental trip, skillfully unraveling the hidden tunes and profound impact resonating within each cautiously crafted phrase. Within the depths of the moving analysis, we shall examine the book is central harmonies, analyze their enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

<https://thebrandexperience.com/results/browse/HomePages/Toolkit%20Roblox%20Simulator.pdf>

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