

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

Terry C. Jones



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The HUMAN Bible: The Neutral Bible Rex Supreme,2012-10-01 The brand new self help book that is the ultimate in being pro human the ultimate in humanism with the new subject theme of Be good be neutral but don t be bad With brand new How To Be subject lessons Supreme Super Power The Secret Ultimate Power The Most Powerful New Human Subject Lessons For Greatness Fame Fortune And Power Created By And Given By John Rosario Rex Supreme p 374 Super Human How To Become A Super Human Being Become The Super Human Version Of Yourself p 538 Human God How To Become Your Own God A Self God p 558 Human God How To Be A Human God A Demi God p 566 Billionaire How To Become A Billionaire Become Billionaire Rich Famous Powerful p 586 THAT S RIGHT LEARN HOW TO BECOME A BILLIONAIRE It s humankind reformed perfected and made superior to its previous regular self

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

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Gai Institutiones Gaius,1925

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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

Pro Self Help Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Pro Self Help**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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lainnya dengan sendirinya tidak perlu menggunakan perintah isian atau salin

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kolom yang akan dijumlahnya nantinya produk yang mungkin kamu suka prenagen mommy strawberry 400gr rp 87 600

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total harga dalam tabel ketik fungsi sum diikuti oleh tanda kurung buka setelah itu pilih sel pada kolom yang berisi angka

yang ingin anda tambahkan sebagai contoh sum d3 d9 untuk menghitung total harga pada kolom

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excel dengan mengaktifkan opsi baris total lalu menggunakan salah satu dari beberapa fungsi yang disediakan dalam daftar

turun bawah untuk setiap kolom tabel

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total harga salin rumus tersebut pada sel sel lainnya pada kolom total harga selesai total harga dari semua barang atau jasa

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yang sudah kita hitung sebelumnya dengan kedua rumus tersebut diatas untuk mengisi tabel daftar harga jual kita cukup

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