

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

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Pro Self Help:

Unveiling the Energy of Verbal Art: An Emotional Sojourn through **Pro Self Help**

In a global inundated with monitors and the cacophony of quick communication, the profound power and mental resonance of verbal artistry frequently disappear in to obscurity, eclipsed by the continuous assault of sound and distractions. Yet, situated within the musical pages of **Pro Self Help**, a fascinating function of literary elegance that pulses with organic emotions, lies an memorable journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this mesmerizing opus instructions readers on a psychological odyssey, delicately revealing the latent possible and profound influence stuck within the elaborate web of language. Within the heart-wrenching expanse of this evocative analysis, we shall embark upon an introspective exploration of the book is central styles, dissect its captivating writing design, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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