

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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Transactions Missouri State Medical Association,1890 *Reauthorization of the Higher Education Act and Related Measures* United States. Congress. House. Committee on Education and Labor. Subcommittee on Postsecondary Education,1979 **California State Government: The independent agencies, 1850-1939** Elsey Hurt,1937 **New Jersey Library Bulletin** ,1911 **Roman Law Examination Guide** Joseph Alexander Shearwood,1910 *Gai Institutiones* Gaius,1925 The World's Work ,1915 A history of our time **The Lancet** ,1891 Senate documents ,1893 **The U. S. Monthly Magazine** ,1882 **Poland** George Kolankiewicz,Paul G. Lewis,1988 This volume in the Marxist regime series focuses on Poland examining and evaluating critically the application of Marxist doctrine in its society assessing its interpretations its successes and failures *Suffolk County Farm and Home Bureau News* ,1927 *A History of English Law* Sir William Searle Holdsworth,1909 **The Economic Journal** ,1892 Contains papers that appeal to a broad and global readership in all fields of economics **Revitalizing Urban Neighborhoods** William Dennis Keating,Norman Krumholz,Philip Star,1996 Since the 1950s and the advance of urban renewal local governments and urban

policy have focused heavily on the central business district However such development has all but ignored the inner city neighborhoods that continue to struggle in the shadows of high rise America This analysis of urban neighborhoods in the United States from 1960 to 1995 presents fifteen essays by scholars of urban planning and development Together they show how urban neighborhoods can and must be preserved as economic cultural and political centers Industrial Safety
Cooperation Inland Steel Company,1918 *Hôpital Dans Le Monde* ,1969

Unveiling the Energy of Verbal Beauty: An Psychological Sojourn through **Pro Self Help**

In some sort of inundated with monitors and the cacophony of immediate communication, the profound energy and psychological resonance of verbal artistry frequently disappear in to obscurity, eclipsed by the regular assault of sound and distractions. However, situated within the musical pages of **Pro Self Help**, a charming perform of literary splendor that pulses with natural feelings, lies an remarkable journey waiting to be embarked upon. Penned by way of a virtuoso wordsmith, that mesmerizing opus courses visitors on a psychological odyssey, delicately exposing the latent potential and profound affect stuck within the delicate web of language. Within the heart-wrenching expanse of this evocative analysis, we can embark upon an introspective exploration of the book is main subjects, dissect its interesting publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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