

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

Y Pai



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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 **The U. S. Monthly Magazine** ,1882 **Roman Law Examination Guide** Joseph Alexander Shearwood,1910 **Gai Institutiones** Gaius,1925 **The Lancet** ,1891 **Senate documents** ,1893 *The World's Work* ,1915 A history of our time **Suffolk County Farm and Home Bureau News** ,1927 **China Christian Year Book** ,1913 Hôpital Dans Le Monde ,1969 **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 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

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Table of Contents Pro Self Help

1. Understanding the eBook Pro Self Help
 - The Rise of Digital Reading Pro Self Help
 - Advantages of eBooks Over Traditional Books
2. Identifying Pro Self Help
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pro Self Help
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pro Self Help
 - Personalized Recommendations
 - Pro Self Help User Reviews and Ratings
 - Pro Self Help and Bestseller Lists
5. Accessing Pro Self Help Free and Paid eBooks
 - Pro Self Help Public Domain eBooks
 - Pro Self Help eBook Subscription Services
 - Pro Self Help Budget-Friendly Options
6. Navigating Pro Self Help eBook Formats

- ePub, PDF, MOBI, and More
- Pro Self Help Compatibility with Devices
- Pro Self Help Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Pro Self Help
 - Highlighting and Note-Taking Pro Self Help
 - Interactive Elements Pro Self Help
- 8. Staying Engaged with Pro Self Help
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pro Self Help
- 9. Balancing eBooks and Physical Books Pro Self Help
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Pro Self Help
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Pro Self Help
 - Setting Reading Goals Pro Self Help
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pro Self Help
 - Fact-Checking eBook Content of Pro Self Help
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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