

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

Lei Huang



Pro Self Help:

The book delves into Pro Self Help. Pro Self Help is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Pro Self Help, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Pro Self Help
- Chapter 2: Essential Elements of Pro Self Help
- Chapter 3: Pro Self Help in Everyday Life
- Chapter 4: Pro Self Help in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Pro Self Help. This chapter will explore what Pro Self Help is, why Pro Self Help is vital, and how to effectively learn about Pro Self Help.

3. In chapter 2, the author will delve into the foundational concepts of Pro Self Help. This chapter will elucidate the essential principles that need to be understood to grasp Pro Self Help in its entirety.

4. In chapter 3, the author will examine the practical applications of Pro Self Help in daily life. This chapter will showcase real-world examples of how Pro Self Help can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of Pro Self Help in specific contexts. The fourth chapter will explore how Pro Self Help is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, the author will draw a conclusion about Pro Self Help. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Pro Self Help.

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Pro Self Help Introduction

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