

LEARN TO PRIORITISE LIKE A PRO

By **Chris Donnelly** <https://www.chris-donnelly.co.uk>

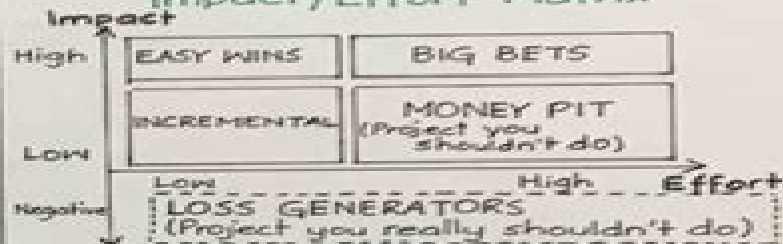
FOR LEADERS Warren Buffett's 5/25 Rule



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.

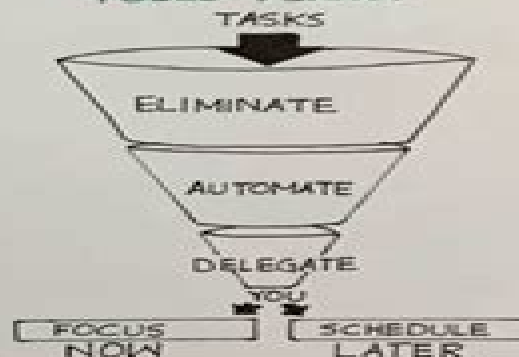
③

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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Embracing the Song of Expression: An Mental Symphony within **Pro Self Help**

In some sort of consumed by screens and the ceaseless chatter of fast connection, the melodic beauty and mental symphony created by the published term frequently disappear in to the background, eclipsed by the persistent sound and distractions that permeate our lives. However, set within the pages of **Pro Self Help** a marvelous literary treasure full of raw feelings, lies an immersive symphony waiting to be embraced. Constructed by an elegant musician of language, this charming masterpiece conducts readers on an emotional trip, well unraveling the hidden tunes and profound affect resonating within each cautiously crafted phrase. Within the depths of this poignant evaluation, we will explore the book is central harmonies, analyze its enthralling writing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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heavy heart that i submit my resignation from the volunteer fire department due to personal reasons i am unable to continue my duties at this time i want to express my gratitude for the opportunity to serve the community and

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