# 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 gook 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 BIG BETS High EASY MINS MONEY PIT INCREMENTAL (Project you shouldn't do) Ligare. LON High Effort LOSS GENERATORS Negative

#### FOR INDIVIDUALS Ivu Lee Method



At the end of your work day. list 6 things you want to get done the next day



The next day focus on only the to task. Don't do any others until it's Finished.



Order them from the most to the least important.

Move on to the rest of the items one by one At day's end repeat the process.

## FOR EVERYONE Focus Funnel

(Project you really shouldn't do)



#### TOOLS:



#### Trello

Trello: Visualise tasks with boards and cards.



#### wrike

Wrike: Collaborate and track progress effectively.



#### - asana

Asana: Assign and prioritise tasks with ease.



#### Microsoft To Do:Integrate with Microsoft 365 For task Management.

#### todoist

Todoist: Manage tasks ocross devices.



#### Notion

Notion: customise your workspace for notes and tasks.

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