

LEARN TO PRIORITISE LIKE A PRO

By **Chris Donnelly**

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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.



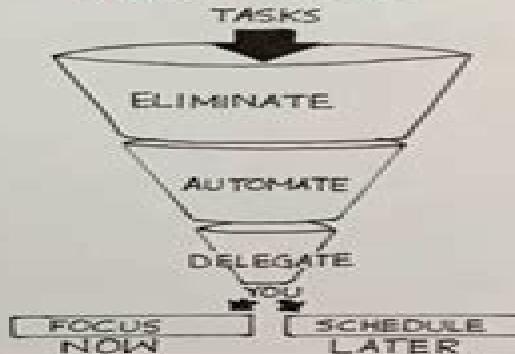
FOR INDIVIDUALS

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.

Wrike

Wrike: Collaborate and track progress effectively.

asana

Asana: Assign and prioritise tasks with ease.

Microsoft To Do

Microsoft To Do: Integrate with Microsoft 365 for task management.

todoist

todoist: Manage tasks across devices.

Notion

Notion: customise your workspace for notes and tasks.

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Pro Self Help

RS Peters

Pro Self Help:

The HUMAN Bible: The Neutral Bible Rex Supreme,2012-10-01 The brand new self help book that is the ultimate in being pro human the ultimate in humanism with the new subject theme of Be good be neutral but don t be bad With brand new How To Be subject lessons Supreme Super Power The Secret Ultimate Power The Most Powerful New Human Subject Lessons For Greatness Fame Fortune And Power Created By And Given By John Rosario Rex Supreme p 374 Super Human How To Become A Super Human Being Become The Super Human Version Of Yourself p 538 Human God How To Become Your Own God A Self God p 558 Human God How To Be A Human God A Demi God p 566 Billionaire How To Become A Billionaire Become Billionaire Rich Famous Powerful p 586 THAT S RIGHT LEARN HOW TO BECOME A BILLIONAIRE It s humankind reformed perfected and made superior to its previous regular self

Nursing Sensitive Outcomes Joan Almost,2003 This text is an invaluable resource for nurse researchers scholars and health care professionals committed to effective quality nursing care as evidenced by nursing sensitive outcomes measurement The authors provide a comprehensive review of literature specific to outcomes measurement for self care symptom control pain adverse

occurrences and patient satisfaction **Evidence-Based Cancer Care and Prevention** Charles W. Given, PhD,Barbara Given, RN, PhD, FAAN,Sharon Kozachik, MSN, RN, MS,Danielle Nicole DeVoss, PhD,2003-03-01 The goal of behavioral oncology is to understand and explain the role and impact of behaviors at all phases in the cancer trajectory from prevention and detection to diagnosis and early treatment to survivorship recurrence and or death Each chapter includes summaries of recent research on cancer related behavioral interventions discussions of the studies summarized and suggestions for future research The book is a product of collaboration among members of the Behavioral Cooperative Oncology Group of the Mary Margaret Walther Program for Cancer Care Research at the Walther Cancer Institute in Indianapolis Indiana

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 *Some World-circuit Saunterings* William Ford Nichols,1913 *Roman Law Examination Guide* Joseph Alexander Shearwood,1910

Annual Catalogue of the Lawrence University of Wisconsin Lawrence University,1926 *The Sanitarian* ,1961

The World's Work ,1915 A history of our time **Parent Education** ,1934 *Proceedings of the National Conference of Charities and Correction, at the ... Annual Session Held in ...* ,1890 *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 **Reports of the Chief Registrar of Friendly Societies, for the Year Ending** Registry of Friendly Societies (Great Britain),1918
Brotherhood of Locomotive Firemen and Enginemen's Magazine ,1921 **The School Musician** ,1960
Parliamentary Papers Great Britain. Parliament. House of Commons,1901 **The Japan Financial and Economic Monthly** ,1922 *The Educator-journal* ,1921

The Top Books of the Year Pro Self Help The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have captivated audiences this year. The Must-Read : Colleen Hoovers "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Pro Self Help : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Pro Self Help : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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and Chemical Reactions You can test your readiness to proceed by answering the Review. Questions at the end of the

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