

# 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 1st 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

**K Payea**



## Pro Self Help:

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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

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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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