

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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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

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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**
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