

Essential Productivity Training

GoSkills online course syllabus

Thursday, May 1, 2025

Skill level

Beginner

Lessons

34

Accredited by

CPD

Pre-requisites

None

Video duration

2h 34m

Estimated study time

17h for all materials

Instructor

Francesco D'Alessio

Basic Productivity Principles

1

Introduction to Essential Productivity Training

Sharing the premise and goals of this course.

2

Creating a Strong Workflow

Benefits of having a few strong applications at your fingertips and combining them with good principles.

3

Minimizing Your Inboxes

Reduce the number of inboxes you have at a given time to help limit your workload efforts in clearing them out.

4

Choosing the Right Productivity Application

Outlining the best methods for finding the right productivity application for your use, without wasting time and effort.

5

Going Premium

Before making the jump to a paid application or an ongoing subscription, you'll need to understand whether you need to move to this yet.

Evernote: Taking Notes

6

Introduction to Evernote

Short introduction to Evernote, the benefits, uses and features.

7

Organizing Your Evernote Notebooks

Setting up notebooks in an orderly fashion to help keep organized with work and play.

- 8 **Creating Effective Notes Inside Evernote**
Maximizing all of Evernote's note functions to make the note multimedia rich and dense for optimum recall.
- 9 **Using the Evernote Web Clipper**
Sharing all of the features of the Chrome web clipper to help reference and record websites, images and much more.
- 10 **Maximizing Your Evernote Use**
Using more advanced elements like shortcuts, inbox and more to optimize your Evernote efforts.
- 11 **Example: Full Evernote Set-up**
My full Evernote set-up to help create some context to using Evernote.

Trello: Plan Your Projects

- 12 **Introduction to Trello**
Basics of the Trello system and the benefits of using a visual service like Trello
- 13 **Creating Trello Boards**
Designing the perfect kanban board set-up for your work, using the functions and features within.
- 14 **Creating Trello Team Boards**
Starting a new team board for your colleagues to work with.
- 15 **Planning an Event in Trello**
Planning an event using Trello's features and functions.
- 16 **Designing Your Own Editorial Calendar in Trello**
One of Trello's popular uses is for planning content. Here's a short guide to editorial calendar creation.
- 17 **Trello Long-term Planning**
Taking your Trello potential to a new level!

Todoist: Organize Your To-dos

- 18 **Introduction to Todoist**
Basics of Todoist, benefits of the service and how it can be used.

- 19 Adding Tasks to the Todoist Inbox
Creating new tasks, assigning them and processing your inbox.
- 20 Setting up Todoist Projects
Setting up of your projects, naming them and creating the tasks within.
- 21 Shared Projects in Todoist
Setting up a shared project for team members to join and assign new items with you.
- 22 Intelligent Input for Todoist Tasks
Using the smart native language input to craft new tasks and to-dos on mobile, desktop and web.
- 23 Todoist Labels
Using labels to improve your Todoist experience.
- 24 Todoist Filters
Using filters to improve your Todoist experience.
- 25 Example: Full Todoist Set-up
Sharing my full set-up to help provide context to each user on how they could be using Todoist.

Hours: Track Your Time

- 26 Introduction to Hours
Sharing the concept of Hours and time tracking resources. Providing the benefits of using something like this.
- 27 Tally Your Time for Clients in Hours
Creating new timers and tag systems for each client to track the time spent with each.
- 28 Using Hours Within a Workday
How Hours can be used in an everyday work concept to tally time.

Google Calendar: Plan Your Activities

- 29 Introduction to Google Calendar
Using Google Calendar against the other tools like Apple Calendar, Microsoft Outlook. Benefits of using a Calendar like Google Calendar.

30 3rd Party Calendar Services

Choosing other services that use Google Calendar. Recommending a few suggestions with their pricing and full information.

Slack: Chat to Your Team

31 Introduction to Slack

The concept of Slack and the benefits and disadvantages of using real-time conversations for the team.

32 Sharing Files and Messages in Slack

Basics of sharing messages and getting your team started on Slack.

33 Connecting Other Services to Slack

Link Slack to other services like Twitter, Google Drive and Trello to help boost productivity.

Finishing Up

34 Course Summary

Re-capping the lessons from the full course

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