

## 10 Minutes to Better Prioritization

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

8

**Pre-requisites**

No prior experience needed

**Video duration**

15m

**Estimated study time**

15m 48s

**Instructor**

Ali Schiller

## Introduction

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### Steady priorities, steady success

Being able to set clear routines focused on your priorities can help you increase habits to support long-term success.

## Making Friends with Lists

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### Step 1: End your day with a list

Did you know that the brain has a bias to remember unfinished tasks better than ones that you have completed?

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### Step 2: Start your morning fresh

You can use mornings as a time to establish clarity for your goals and routines.

## Become Centered and Focused

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### Step 3: Find your center

You can use a centering practice to increase your mindfulness and reduce stress.

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### Step 4: Deciding on actions

Understanding that not everything can be accomplished is a key aspect of prioritization.

## Organization Over Distraction

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### Step 5: Take charge of your schedule

When it comes to prioritizing, setting your schedule is the most important step.

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## Step 6: Stick to your plan

It is crucial that your prioritization always factors in mindful accountability.

# Conclusion

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## Repeat your 6 steps again!

Now you're ready to start prioritizing. After this lesson, carve 10 minutes out of your day and get huge rewards in clarity, time, and focus.

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