

10 Minutes to Better Prioritization

GoSkills online course syllabus

Skill level

Beginner

Lessons

8

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

15m

Estimated study time

15m 48s

Instructor

Ali Schiller

Introduction

1

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

2

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?

3

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

4

Step 3: Find your center

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

5

Step 4: Deciding on actions

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

Organization Over Distraction

6 **Step 5: Take charge of your schedule**
When it comes to prioritizing, setting your schedule is the most important step.

7 **Step 6: Stick to your plan**
It is crucial that your prioritization always factors in mindful accountability.

Conclusion

8 **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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