

The 15-Minute Method at Work: The Easy Way to Be More Productive

GoSkills online course syllabus

Skill level

Beginner

Lessons

10

Pre-requisites

No prior experience needed

Video duration

19m

Estimated study time

19m 21s

Instructor

Sam Bennett

Introduction

- 1 Enhance your productivity and well-being**
Sometimes it's the small steps that get the most done—which is why committing 15 minutes a day to work towards your goals can be so impactful.

Unpacking the 15-Minute Method

- 2 Boost productivity with time boxing**
Time boxing helps you maximize productivity by structuring your time effectively.
- 3 Getting started with the 15-minute productivity method**
Taking the first step is often the hardest part of any task.
- 4 Create your custom 15-minute productivity schedule**
A personalized schedule tailored to your unique needs, energy levels, and goals enhances your ability to maintain consistent productivity from day to day.

Implementing the 15-Minute Method

- 5 Break down big projects into 15-minute tasks**
Breaking down large projects into smaller tasks is essential for making overwhelming work more manageable and ensuring steady progress.
- 6 Maintain focus and manage disruptions**
Maintaining focus during your 15-minute work cycles is critical for maximizing productivity, especially in environments prone to interruptions.
- 7 Adapt the 15-minute method for deep and creative work**
Creative and deep work require different approaches within the 15-minute framework to maximize the quality and efficiency of your output.

8

Use productivity tools to optimize your 15-minute plan

Utilizing the right productivity tools can enhance the effectiveness of your 15-minute work cycles by helping you track progress and manage tasks efficiently.

9

Rest and recharge intentionally

Intentional rest is vital for maintaining energy and focus throughout the day, ensuring you can sustain productivity over longer periods.

Conclusion

10

Boost productivity and balance with the 15-minute method

Thank you for watching this course!

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