Goskills

Building a Better To Do List

GoSkills online course syllabus

Skill level
Beginner

Lessons
25

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Pre-requisites
No prior experience needed

Video duration
48m

Estimated study time
48m 43s

Instructor
Mike Vardy

Introduction

1   To-do lists should be more doable
To-do lists are chock full of tasks and feel daunting to complete.

To-Do Lists Facts and Fiction

2   The to-do list must evolve
Back when we lived in simpler times, to-do lists were less complex.

3   Common to-do list mistakes
Have you ever looked at your to-do list and felt lost, stuck, or uninspired by it?

4   What goes on a to-do list
Your to-do list can make the difference between what you dream about and what you actually do.

5   What doesn't go on a to-do list
The do list is action driven.

The Anatomy of a To-Do

6   What is a to-do item?
A to-do is an action you need to complete.

Paying Attention

Connecting to Your To-Do List

17 Recalibrating your to-do list

What do you do with your to-do list at the end of the day?

To-Do List Types

18 Basic to-do lists

The problem with a to-do list that seems "undoable" isn't necessarily the amount of tasks on them.

19 Advanced to-do lists

There are going to be instances where basic to-do lists just won't cut it.

20 To-do list apps

There are three basic elements you'll want to consider when deciding on a to-do list app for the first time.

Using a Paper To-Do List

21 Why paper works

There's been a renaissance in paper planners over the last several years.

22 Why digital works

Step into the world of efficient task management by understanding the benefits of digital to-do lists.

23 Bridging the analog and digital divide

There are three ways you can bridge the analog and digital gap to craft a better to-do list.

24 How to move from paper to app

How can you make sure that you're ready to shift your tasks from the paper realm to the digital one?

Conclusion

25 Be productive with your to-do list

Being productive is all about building better to-do lists.

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