Goskills

Building Better Routines

GoSkills online course syllabus

Skill level
Beginner

Lessons
13

Pre-requisites
No prior experience needed

Video duration
44m

Estimated study time
44m 23s

Instructor
Mike Vardy

Introduction

1 Improve your life with better routines

Better routines are not unattainable dreams, but they do take time and effort to establish.

The Ingredients of Good Routines

2 Identifying routine tasks

Often times, there are things we do that go unnoticed. After watching this lesson, you'll be able to recognize and list out your routine tasks.

3 Filtering routine tasks

The things we do generally fall into easily identifiable categories.

4 What routines need from you

Routines can often demand more of us than we realize.

Routine-Building Tactics

5 Use the "don't break the chain" approach

Being consistent is key but don't over do it. After watching this lesson, you'll be able to identify a reasonable balance.

6 Begin tomorrow... tonight

If you wait too long to start, you'll be hindering your productivity.

7 Stacking your habits

We all have habits that can be distracting and lead to lower productivity.

8 Creating accountability

Studies show the best way to stay on tasks is to have accountability.

9 Building mode-based routines

Mode-based task management is a fantastic way to organize your workflow.

Routine Maintenance

10 Troubleshooting your routines

No routine is perfect and you'll likely run into speedbumps when build new routines.

11 Tracking your routines

To take your routines to the next level, it's time to apply technology.

12 Future-proofing your routines

Your routines will likely need to adjust over time. After watching this lesson, you'll be able to build routines that will last for many years.

Conclusion

13 Organize your way to success

Thanks for watching this course!

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