

Building Better Routines

GoSkills online course syllabus

Skill level

Beginner

Lessons

13

Accredited by

Verified by GoSkills

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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