

Get More Done in Less Time

GoSkills online course syllabus

Skill level

Beginner

Lessons

24

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

41m

Estimated study time

41m 19s

Instructor

Chris Guillebeau

Introduction

- 1** **Unlock productivity**
Your time is limited, and every day you face hundreds of choices.

Finding Time

- 2** **Reframe your time problems**
Time anxiety is a powerful condition, making some choices feel irrevocable.
- 3** **Shift your mindset**
If you want to do more, you need to know what to do next. After this lesson, you'll be able to approach your to-do list with a fresh perspective.
- 4** **Focus on effectiveness**
Efficiency is often the focus of productivity tools, but it's far more important to be effective.
- 5** **Multitasking fact and fiction**
You may have heard that multitasking is a myth, and that's true—but it's not the whole truth.

Daily Practice

- 6** **Minimize brain clutter**
Your brain is good for lots of things, but remembering short-term tasks and notes isn't one of them.

7 **Prioritize your tasks**
If your to-do list is longer than a novel, nothing will ever get done.

8 **Schedule work sessions**
The age-old Pomodoro technique works! After this lesson, you'll be able to use this method to schedule sustainable work sessions for yourself.

9 **Schedule your priorities**
If you're skipping important tasks, treat it like a big meeting.

10 **Manage your energy**
Time management is energy management.

11 **Motivate with rewards**
Rewards motivate you into action.

Do Less to Do More

12 **Track your time habits**
Where does the time go?

13 **Analyze your results**
Tracking your time is only the first step.

14 **Protect your time**
Every day, you receive countless requests for your time. After this lesson, you'll be able to utilize three powerful strategies to be more selective.

15 **Give up petty control**
Trying to control or micromanage is not only unproductive—it's also going to make you unhappy.

16 **Uncover hard truths**
Warren Buffett's "Five Goals" model holds an unsettling and powerful truth.

17 **Practice self-compassion**
Getting more done is as much about having grace for yourself as it is about grinding things out over and over.

Tips and Tricks

18 **Overcome task avoidance**
Endlessly deferring tasks drains your energy and causes psychic discomfort.

19 **Set hard but not impossible goals**
Embracing challenges and doing hard things is meaningful, but it's crucial to set "hard but not impossible" goals.

20 **Prune your calendar**
You're missing opportunities to add time to your calendar.

21 **Discover your productive hours**
Not everyone shares the same peak periods of productivity.

22 **Declare email bankruptcy**
If you're feeling overwhelmed with email, don't fight back—try giving up!

Conclusion

23 **Next steps**
Time management is a lifelong pursuit, and the struggle to do more while living in alignment is real.

24 **Final advice**
Thanks for watching this course!

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