

How to Get Things Done Ahead of Deadlines

GoSkills online course syllabus

Skill level

Beginner

Lessons

25

Accredited by

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Pre-requisites

No prior experience needed

Video duration

1h 0m

Estimated study time

1h

Instructor

Sam Bennett

Introduction

- 1 The looming deadline**
Having a deadline hanging over your head can add a lot of pressure and stress, but it doesn't have to.

Why We Miss Deadlines

- 2 Worst possible circumstances**
It's hard to achieve a specific goal or task, especially when the intended result is unclear.
- 3 The last minute rush**
Procrastination isn't uncommon.
- 4 The beauty of deadlines**
Have you ever noticed that if a deadline is in place, you're more inclined to do the work?

Before You Even Begin

- 5 Talking with experts**
Often, there are things you might wish you'd known from the beginning of something, and interviewing people who've been in your shoes can be a great tactic to find those things out.
- 6 Sleuthing the truth**
You should always strive to gain clarity on the origins of an idea or process, especially if it didn't come from you.

7 **Poll the team**
One way you can gain insight on what works to get things done is by polling those around you.

8 **Historical research**
If you dedicate time towards solving your problem with research, you might be surprised at what you find.

Perfecting Your Plan

9 **How to prioritize**
Priorities are one of those things you might feel like are constantly shifting.

10 **Why we're here**
Often, in meetings, it can feel unclear to you or others why their presence is required.

11 **Defining the vision**
At the heart of each project or task, there's a specific reason why it's so important.

12 **Inviting dissent**
Constructive conflict leads to better decisions.

13 **Rewarding yourself and others**
Singing the praises of a member of your project team or getting them a gift card to their favorite coffee shop can go a long way.

Creating Timelines that Work

14 **Reverse engineering**
You might be familiar with the phrase, "start with the end in mind." After this lesson, you'll be able to incorporate a framework for reverse engineering a goal that allows for you to more effectively allocate your time and deliver on tasks.

15 **Managing forward movement**
If you're simply trucking along on a project, it can be really easy to get lost in the shuffle.

16 **Rewarding early communication**
The best thing you can do if you're going to miss a deadline is flag it early.

17 **Tools to stay on track**
In this day and age, there are tons of programs and tools you can use to stay organized and communicate.

18 **Avoiding interruptions**
When you're trying to focus on something, the best thing you can do is mitigate the distractions around you.

Disasters Will Definitely Happen

19 **Tech disasters**
Have you ever had a document or presentation get "lost in the cloud?" You're not alone.

20 **Material disasters**
As you've likely encountered in the workplace, accidents happen, and items get lost, compromised, or even spilled on.

21 **People disasters**
There's no way around it - life can get in the way of getting things done.

Stealing Tricks of A+ Students

22 **Underpromise and overdeliver**
It's important that when looking to help others be successful, you protect the time of yourself and others.

23 **Buddy system**
Using the power of positive peer pressure is a proven method of tackling a challenge.

24 **Bribery & competition works**
Promise yourself something lovely if you do the worst stuff first.

Conclusion

25 **Start getting things done**
Now that you've finished this course, you should feel prepared to tackle deadlines with confidence and ease. Thanks for watching!