

# Getting Organized for Peak Performance

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

12

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

28m

**Estimated study time**

28m 58s

**Instructor**

Don Gilman, EdD

## Introduction

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### 1 Time is money

If you're struggling to manage your time, the good news is that this is a skill that can be learned and mastered.

## Become a Goal-Getter

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### 2 Your bucket list

In order to make a change, you have to first figure out your why behind it, and building a bucket list is a great way to do so.

### 3 Using the SPIRIT model

Goals and objectives are the basis for planning.

## Planning for Success

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### 4 Tools to efficiently plan

Planning can easily feel intimidating if you don't have the right tools at your disposal.

### 5 Setting up a routine

Having a structured routine is a proven technique for improving your organizational skills.

### 6 Doing it right

When trying to get organized, there are several key areas that you'll want to focus your efforts towards.

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## Delegate, delegate, delegate

In order to free up the time required to get organized, and to sustain your productivity, you need to delegate.

# Getting and Staying Organized

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## Stopping procrastination

Putting things off for extended periods of time can be a detrimental strategy when trying to stay organized.

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## Getting rid of clutter

A cluttered space is another easy way for you to begin feeling disorganized or overwhelmed.

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## Organizing by file type

One space that can easily get cluttered might be your desktop.

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## Managing email

Tackling your inbox can feel like one of the most daunting tasks towards staying organized.

# Conclusion

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## Taking the next steps

At this point, you're ready to put things into practice.

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