

Managing Your Energy

GoSkills online course syllabus

Skill level

Beginner

Lessons

12

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

36m

Estimated study time

36m 40s

Instructor

Mike Vardy

Introduction

1

You're managing the wrong thing

To be a consistently high performer, you have to manage your energy, not just your time.

Understand Energy and Time

2

Making sense of your workflow

Before you can start applying energy effectively, you need to get in touch with your workflow.

3

Why your to-do list doesn't work

If you're only using a to-do list to manage your tasks, you're missing out on something much bigger.

4

A better way to organize

When you're organized, you're more effective. After watching this lesson, you'll be able to follow a clear plan to get (and stay) organized.

5

The optics of your day

The way you manage your time over a day varies from person to person.

Buying Into Your Body Clock

6

Being absolute with your body clock

Your body is already working in a rhythm to keep you awake and productive.

7

Prime time

We all have peaks and valleys of our energy. After watching this lesson, you'll be able to identify where you are at your most effective

8

Effective times, effective tasks

Once you understand your most effective times, you must take the step to assign tasks accordingly.

Your Action Plan

9

Pairing energy with your to-do list

The to-do list can have a place in your workflow when you use your body clock and peak effectiveness times.

10

Advanced techniques

There are next-level strategies that you can use to be more effective.

11

Tools to help you automate

Getting into the habit of using your energy effectively gets easier when you use tools.

Conclusion

12

Manage your energy, manage your life

Thanks for checking out this course.

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