

Practical Strategies to Boost Your Productivity and Avoid Burnout

GoSkills online course syllabus

Skill level

Beginner

Lessons

9

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

19m

Estimated study time

19m 41s

Instructor

Michael Veltri

Introduction

- 1** **Productivity with balance**
Understanding that productivity doesn't have to mean burnout is crucial.

Abundant Productivity

- 2** **Know your "why?"**
Understanding and defining your 'why' is crucial for setting the right goals and avoiding burnout.
- 3** **Enhance your well-being**
Exploring the relationship between well-being and productivity is key to achieving success without burnout.
- 4** **Finding your third place**
Identifying and nurturing a 'third place'—a space for rest, recharge, and inspiration—is crucial for maintaining productivity without burnout.
- 5** **Implementing SMART goals**
Mastering the art of setting and achieving SMART goals is crucial for enhancing productivity and avoiding burnout.
- 6** **Following the rule of three**
Mastering the 'Rule of Three' for productivity is essential to prevent burnout and maintain focus.
- 7** **Establishing support structures**
Recognizing the importance of support structures is vital for achieving goals, without the risk of burnout.

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Using technology as a guide

Mastering the use of technology as a support system is key to enhancing productivity.

Conclusion

9

Take the right action

Mastering the art of balanced productivity is about finding self-awareness.

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