Essential Productivity Training

GoSkills online course syllabus

Skill level	**Lessons**	**Accredited by**
Beginner	34	CPD

Pre-requisites	**Video duration**	**Estimated study time**
No prior experience needed	2h 34m	17h

Instructor

Francesco D'Alessio

Basic Productivity Principles

1 Introduction to Essential Productivity Training
Sharing the premise and goals of this course.

2 Creating a Strong Workflow
Benefits of having a few strong applications at your fingertips and combining them with good principles.

3 Minimizing Your Inboxes
Reduce the number of inboxes you have at a given time to help limit your workload efforts in clearing them out.

4 Choosing the Right Productivity Application
Outlining the best methods for finding the right productivity application for your use, without wasting time and effort.

5 Going Premium
Before making the jump to a paid application or an ongoing subscription, you'll need to understand whether you need to move to this yet.

Evernote: Taking Notes

6 Introduction to Evernote
Short introduction to Evernote, the benefits, uses and features.

7 Organizing Your Evernote Notebooks
Setting up notebooks in an orderly fashion to help keep organized with work and play.

8 Creating Effective Notes Inside Evernote

Maximizing all of Evernote's note functions to make the note multimedia rich and dense for optimum recall.

9 Using the Evernote Web Clipper

Sharing all of the features of the Chrome web clipper to help reference and record websites, images and much more.

10 Maximizing Your Evernote Use

Using more advanced elements like shortcuts, inbox and more to optimize your Evernote efforts.

11 Example: Full Evernote Set-up

My full Evernote set-up to help create some context to using Evernote.

Trello: Plan Your Projects

12 Introduction to Trello

Basics of the Trello system and the benefits of using a visual service like Trello

13 Creating Trello Boards

Designing the perfect kanban board set-up for your work, using the functions and features within.

14 Creating Trello Team Boards

Starting a new team board for your colleagues to work with.

15 Planning an Event in Trello

Planning an event using Trello's features and functions.

16 Designing Your Own Editorial Calendar in Trello

One of Trello's popular uses is for planning content. Here's a short guide to editorial calendar creation.

17 Trello Long-term Planning

Taking your Trello potential to a new level!

Todoist: Organize Your To-dos

18 Introduction to Todoist

Basics of Todoist, benefits of the service and how it can be used.

19 Adding Tasks to the Todoist Inbox

Creating new tasks, assigning them and processing your inbox.

20 Setting up Todoist Projects

Setting up of your projects, naming them and creating the tasks within.

21 Shared Projects in Todoist

Setting up a shared project for team members to join and assign new items with you.

22 Intelligent Input for Todoist Tasks

Using the smart native language input to craft new tasks and to-dos on mobile, desktop and web.

23 Todoist Labels

Using labels to improve your Todoist experience.

24 Todoist Filters

Using filters to improve your Todoist experience.

25 Example: Full Todoist Set-up

Sharing my full set-up to help provide context to each user on how they could be using Todoist.

Hours: Track Your Time

26 Introduction to Hours

Sharing the concept of Hours and time tracking resources. Providing the benefits of using something like this.

27 Tally Your Time for Clients in Hours

Creating new timers and tag systems for each client to track the time spent with each.

28 Using Hours Within a Workday

How Hours can be used in an everyday work concept to tally time.

Google Calendar: Plan Your Activities

29 Introduction to Google Calendar

Using Google Calendar against the other tools like Apple Calendar, Microsoft Outlook. Benefits of using a Calendar like Google Calendar.

30 3rd Party Calendar Services

Choosing other services that use Google Calendar. Recommending a few suggestions with their pricing and full information.

Slack: Chat to Your Team

31 Introduction to Slack

The concept of Slack and the benefits and disadvantages of using real-time conversations for the team.

32 Sharing Files and Messages in Slack

Basics of sharing messages and getting your team started on Slack.

33 Connecting Other Services to Slack

Link Slack to other services like Twitter, Google Drive and Trello to help boost productivity.

Finishing Up

34 Course Summary

Re-capping the lessons from the full course

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