

Secrets of Effective Prioritization

GoSkills online course syllabus

Skill level

Beginner

Lessons

13

Pre-requisites

No prior experience needed

Video duration

33m

Estimated study time

33m 15s

Instructor

Sam Bennett

Introduction

- 1 **There's just too much**
Take a look at your to-do list.

Stop Putting Out Fires

- 2 **Between intuitions and emergencies**
Every situation comes in stages: intuition, invitation, toleration, and emergency, and if you wait until it's an emergency, your options are limited.
- 3 **The urgency fallacy**
When everything is urgent, nothing important gets done. After this lesson, you'll be able to use the Eisenhower Matrix to prioritize effectively.
- 4 **How to tell what's important to you**
What's going on with your datebook and your checkbook? After this lesson, you'll be able to identify what's most important to you.
- 5 **Time, money, and relationships**
Sometimes we let our lack of something make our decisions for us.

Dare to Prioritize Yourself

- 6 **Your basic needs come first**
It's not "selfish" to make sure that you've cared for your basic needs. After this lesson you'll be able to take care of what's essential.
- 7 **Should means "No"**
Sometimes "should" is a sign you're not making the right decision. After this video you'll be able to keep yourself in the driver's seat.

8 Fifteen minutes a day
Never underestimate the power of fifteen minutes a day.

9 The never-fail prioritization system
Sometimes a simple prioritization system isn't enough when you have a lot of competing priorities.

Yes, But What About Them?

10 Time boulders
Sometimes things happen that require your attention and can't be ignored.

11 How to say "No"
One of the toughest parts of prioritization is responding to important requests from others.

12 How to say "No" to your boss
Some requests are easier to reject than others. After this video you'll be able to use a process to prioritize work requests effectively.

Conclusion

13 Prioritizing smarter
Congratulations on completing this course!

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