go skills

Essential Productivity Training

GoSkills online course syllabus

Tuesday, September 2, 2025

Skill level	**Lessons**	**Accredited by**
Beginner	34	CPD
Pre-requisites	**Video duration**	**Estimated study time**
None	2h 34m	17h for all materials
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.

Hours: Track Your Time

Google Calendar: Plan Your Activities

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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