

Get More Done in Less Time

GoSkills online course syllabus

Skill level

Beginner

Lessons

24

Pre-requisites

No prior experience needed

Video duration

41m

Estimated study time

41m 19s

Instructor

Chris Guillebeau

Introduction

1 Unlock productivity

Your time is limited, and every day you face hundreds of choices.

Finding Time

2 Reframe your time problems

Time anxiety is a powerful condition, making some choices feel irrevocable.

3 Shift your mindset

If you want to do more, you need to know what to do next. After this lesson, you'll be able to approach your to-do list with a fresh perspective.

4 Focus on effectiveness

Efficiency is often the focus of productivity tools, but it's far more important to be effective.

5 Multitasking fact and fiction

You may have heard that multitasking is a myth, and that's true—but it's not the whole truth.

Daily Practice

6 Minimize brain clutter

Your brain is good for lots of things, but remembering short-term tasks and notes isn't one of them.

7 Prioritize your tasks

If your to-do list is longer than a novel, nothing will ever get done.

8 Schedule work sessions

The age-old Pomodoro technique works! After this lesson, you'll be able to use this method to schedule sustainable work sessions for yourself.

9 Schedule your priorities

If you're skipping important tasks, treat it like a big meeting.

10 Manage your energy

Time management is energy management.

11 Motivate with rewards

Rewards motivate you into action.

Do Less to Do More

12 Track your time habits

Where does the time go?

13 Analyze your results

Tracking your time is only the first step.

14 Protect your time

Every day, you receive countless requests for your time. After this lesson, you'll be able to utilize three powerful strategies to be more selective.

15 Give up petty control

Trying to control or micromanage is not only unproductive—it's also going to make you unhappy.

16 Uncover hard truths

Warren Buffett's "Five Goals" model holds an unsettling and powerful truth.

17 Practice self-compassion

Getting more done is as much about having grace for yourself as it is about grinding things out over and over.

Tips and Tricks

- 18 Overcome task avoidance**
Endlessly deferring tasks drains your energy and causes psychic discomfort.
- 19 Set hard but not impossible goals**
Embracing challenges and doing hard things is meaningful, but it's crucial to set "hard but not impossible" goals.
- 20 Prune your calendar**
You're missing opportunities to add time to your calendar.
- 21 Discover your productive hours**
Not everyone shares the same peak periods of productivity.
- 22 Declare email bankruptcy**
If you're feeling overwhelmed with email, don't fight back—try giving up!

Conclusion

- 23 Next steps**
Time management is a lifelong pursuit, and the struggle to do more while living in alignment is real.
- 24 Final advice**
Thanks for watching this course!

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