

How to Get Things Done Ahead of Deadlines

GoSkills online course syllabus

Skill level

Beginner

Lessons

25

Pre-requisites

No prior experience needed

Video duration

1h 0m

Estimated study time

1h

Instructor

Sam Bennett

Introduction

1 The looming deadline

Having a deadline hanging over your head can add a lot of pressure and stress, but it doesn't have to.

Why We Miss Deadlines

2 Worst possible circumstances

It's hard to achieve a specific goal or task, especially when the intended result is unclear.

3 The last minute rush

Procrastination isn't uncommon.

4 The beauty of deadlines

Have you ever noticed that if a deadline is in place, you're more inclined to do the work?

Before You Even Begin

5 Talking with experts

Often, there are things you might wish you'd known from the beginning of something, and interviewing people who've been in your shoes can be a great tactic to find those things out.

6 Sleuthing the truth

You should always strive to gain clarity on the origins of an idea or process, especially if it didn't come from you.

7 Poll the team

One way you can gain insight on what works to get things done is by polling those around you.

8

Historical research

If you dedicate time towards solving your problem with research, you might be surprised at what you find.

Perfecting Your Plan

9

How to prioritize

Priorities are one of those things you might feel like are constantly shifting.

10

Why we're here

Often, in meetings, it can feel unclear to you or others why their presence is required.

11

Defining the vision

At the heart of each project or task, there's a specific reason why it's so important.

12

Inviting dissent

Constructive conflict leads to better decisions.

13

Rewarding yourself and others

Singing the praises of a member of your project team or getting them a gift card to their favorite coffee shop can go a long way.

Creating Timelines that Work

14

Reverse engineering

You might be familiar with the phrase, "start with the end in mind." After this lesson, you'll be able to incorporate a framework for reverse engineering a goal that allows for you to more effectively allocate your time and deliver on tasks.

15

Managing forward movement

If you're simply trucking along on a project, it can be really easy to get lost in the shuffle.

16

Rewarding early communication

The best thing you can do if you're going to miss a deadline is flag it early.

17

Tools to stay on track

In this day and age, there are tons of programs and tools you can use to stay organized and communicate.

18 Avoiding interruptions

When you're trying to focus on something, the best thing you can do is mitigate the distractions around you.

Disasters Will Definitely Happen

19 Tech disasters

Have you ever had a document or presentation get "lost in the cloud?" You're not alone.

20 Material disasters

As you've likely encountered in the workplace, accidents happen, and items get lost, compromised, or even spilled on.

21 People disasters

There's no way around it - life can get in the way of getting things done.

Stealing Tricks of A+ Students

22 Underpromise and overdeliver

It's important that when looking to help others be successful, you protect the time of yourself and others.

23 Buddy system

Using the power of positive peer pressure is a proven method of tackling a challenge.

24 Bribery & competition works

Promise yourself something lovely if you do the worst stuff first.

Conclusion

25 Start getting things done

Now that you've finished this course, you should feel prepared to tackle deadlines with confidence and ease. Thanks for watching!

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