

Getting Organized for Peak Performance

GoSkills online course syllabus

Skill level

Beginner

Lessons

12

Pre-requisites

No prior experience needed

Video duration

28m

Estimated study time

28m 58s

Instructor

Don Gilman, EdD

Introduction

1 Time is money

If you're struggling to manage your time, the good news is that this is a skill that can be learned and mastered.

Become a Goal-Getter

2 Your bucket list

In order to make a change, you have to first figure out your why behind it, and building a bucket list is a great way to do so.

3 Using the SPIRIT model

Goals and objectives are the basis for planning.

Planning for Success

4 Tools to efficiently plan

Planning can easily feel intimidating if you don't have the right tools at your disposal.

5 Setting up a routine

Having a structured routine is a proven technique for improving your organizational skills.

6 Doing it right

When trying to get organized, there are several key areas that you'll want to focus your efforts towards.

7 Delegate, delegate, delegate

In order to free up the time required to get organized, and to sustain your productivity, you need to delegate.

Getting and Staying Organized

8

Stopping procrastination

Putting things off for extended periods of time can be a detrimental strategy when trying to stay organized.

9

Getting rid of clutter

A cluttered space is another easy way for you to begin feeling disorganized or overwhelmed.

10

Organizing by file type

One space that can easily get cluttered might be your desktop.

11

Managing email

Tackling your inbox can feel like one of the most daunting tasks towards staying organized.

Conclusion

12

Taking the next steps

At this point, you're ready to put things into practice.

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