

# Managing Your Energy

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

12

**Pre-requisites**

No prior experience needed

**Video duration**

36m

**Estimated study time**

36m 40s

**Instructor**

Mike Vardy

## Introduction

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### You're managing the wrong thing

To be a consistently high performer, you have to manage your energy, not just your time.

## Understand Energy and Time

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### Making sense of your workflow

Before you can start applying energy effectively, you need to get in touch with your workflow.

3

### Why your to-do list doesn't work

If you're only using a to-do list to manage your tasks, you're missing out on something much bigger.

4

### A better way to organize

When you're organized, you're more effective. After watching this lesson, you'll be able to follow a clear plan to get (and stay) organized.

5

### The optics of your day

The way you manage your time over a day varies from person to person.

## Buying Into Your Body Clock

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### Being absolute with your body clock

Your body is already working in a rhythm to keep you awake and productive.

7

### Prime time

We all have peaks and valleys of our energy. After watching this lesson, you'll be able to identify where you are at your most effective

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## Effective times, effective tasks

Once you understand your most effective times, you must take the step to assign tasks accordingly.

# Your Action Plan

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## Pairing energy with your to-do list

The to-do list can have a place in your workflow when you use your body clock and peak effectiveness times.

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## Advanced techniques

There are next-level strategies that you can use to be more effective.

11

## Tools to help you automate

Getting into the habit of using your energy effectively gets easier when you use tools.

# Conclusion

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## Manage your energy, manage your life

Thanks for checking out this course.

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