

# Essential Productivity Training

GoSkills online course syllabus

Thursday, November 21, 2024

**Skill level**

Beginner

**Lessons**

34

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 34m

**Estimated study time**

17h for all materials

**Instructor**

Francesco D'Alessio

## Basic Productivity Principles

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### 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

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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.

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## Example: Full Evernote Set-up

My full Evernote set-up to help create some context to using Evernote.

# Trello: Plan Your Projects

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## 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

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## Introduction to Todoist

Basics of Todoist, benefits of the service and how it can be used.

- 19 Adding Tasks to the Todoist Inbox  
Creating new tasks, assigning them and processing your inbox.
- 20 Setting up Todoist Projects  
Setting up of your projects, naming them and creating the tasks within.
- 21 Shared Projects in Todoist  
Setting up a shared project for team members to join and assign new items with you.
- 22 Intelligent Input for Todoist Tasks  
Using the smart native language input to craft new tasks and to-dos on mobile, desktop and web.
- 23 Todoist Labels  
Using labels to improve your Todoist experience.
- 24 Todoist Filters  
Using filters to improve your Todoist experience.
- 25 Example: Full Todoist Set-up  
Sharing my full set-up to help provide context to each user on how they could be using Todoist.

## Hours: Track Your Time

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- 26 Introduction to Hours  
Sharing the concept of Hours and time tracking resources. Providing the benefits of using something like this.
- 27 Tally Your Time for Clients in Hours  
Creating new timers and tag systems for each client to track the time spent with each.
- 28 Using Hours Within a Workday  
How Hours can be used in an everyday work concept to tally time.

## Google Calendar: Plan Your Activities

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- 29 Introduction to Google Calendar  
Using Google Calendar against the other tools like Apple Calendar, Microsoft Outlook. Benefits of using a Calendar like Google Calendar.

# 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

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# 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

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# 34

## Course Summary

Re-capping the lessons from the full course

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