

Essential Productivity Training

GoSkills online course syllabus

Wednesday, March 26, 2025

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

- 1** **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

- 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.
- 11 **Example: Full Evernote Set-up**
My full Evernote set-up to help create some context to using Evernote.

Trello: Plan Your Projects

- 12 **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

- 18 **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

- 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

- 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

- 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

- 34** Course Summary
Re-capping the lessons from the full course

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