

# Essential Productivity Training

GoSkills online course syllabus

Tuesday, April 15, 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

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- 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

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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.
- 11 **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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- 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

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- 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

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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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