COURSE SYLLABUS

Reclaiming Your Workday: Strategies for Speed and Efficiency Course (Self-Paced)

You don't have enough hours in the day, until now. Learn cutting-edge productivity, automation, and efficiency hacks that can add 1-3 hours back to your day.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/reclaiming-your-workday



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Course Outline

Module 1: Class Introduction & Why Speed Matters

- Class introduction: structure and how to succeed
- Why do things quicker
- Where most people spend (or waste) their time

Module 2: Preparation and Priorities

- The power of preparation
- Having clear priorities and goals -- and making them "SMART"
- Organizing priorities with the Priority Star Exercise
- Setting deadlines and making them real

Module 3: Working Smarter, Not Harder

- The Pareto Principle -- our secret to being effective
- The "bad" kind of multitasking, avoiding distractions, and meditation
- Batching similar tasks
- The "good" kind of multitasking and the wheel of life

Module 4: Rest, Recovery, and Reclaiming Small Moments

- Planning for structured rest periods
- Using small chunks of wasted time effectively

Module 5: Computer Productivity Hacks

- Just how much time are you wasting on your computer?
- Automating meeting scheduling
- Text expansion -- stop typing the same things over and over

- Speaking is faster than typing -- and clicking
- Using custom gestures to speed up common tasks
- Launchers -- act without doing

Module 6: Email and Web Automation

- Wasting less time reading and sorting through email
- Automating simple, repetitive tasks effectively across the web
- Watching lectures, videos, and podcasts faster

Module 7: Efficiency Beyond Work

- Getting fit in fewer hours
- Spending less time cooking
- Sleeping less and feeling better

Module 8: Automating Your Finances

- Monitoring your finances automatically
- Paying bills automatically

Module 9: Delegation and Decision Speed

- Some things just aren't worth your time
- Thoughts and tips on "outsourcing"
- Speeding up decisions
- Speeding up communication

Module 10: Working Styles and Course Wrap-Up

- Splitting time into "Maker" and "Manager" days
- What we've learned, conclusion, and congratulations