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# BECOME A SPEED DEMON 2: PRODUCTIVITY TRICKS TO HAVE MORE TIME

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## COURSE SYLLABUS

*Updated July 2023*



# SECTION 1: INTRODUCTIONS & FOUNDATIONS

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## About Your Instructor: How This Course Came To Be

- [Instructor's Website](#)
- [SuperHuman Academy Podcast](#)

## Course Structure & How To Succeed

- PDF Syllabus (this file)
- [Bookmarks HTML file](#)
- [Facebook Group](#)
- [Personal Goals & Progress Worksheet](#)
- *Homework: Complete this worksheet*

## Why Do Things Quicker?

- *Homework: Write out 3 reasons and 3-5 focus areas for speeding up and being more productive*
- Recommended Podcast Episodes:
  - [Productivity Guru Chris Bailey On What Works, What Doesn't, & Living Purposefully](#)
  - [Rory Vaden On Self Discipline, Procrastination, and Multiplying Your Time](#)
  - [Ari Meisel On Productivity, Healing, & How To Work Just 2 Days A Week](#)
  - [Hal Elrod On Motivation, Morning Routines, & More](#)

## Where Most People Spend (or Waste) Their Time

- [How Different Groups Spend Their Day - New York Times](#)

## Quiz 1: Are We On The Same Page & Ready To Learn Together?



## SECTION 2: GENERAL PRINCIPLES & THEORIES FOR HACKING PRODUCTIVITY

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### Quiz 2 (pre-quiz): Let's See What We Already Know?

#### The Power of Preparation

##### Having Clear Priorities & Goals - and Making Them "Smart"

- [Taco App](#)
- [SMART Criteria - Wikipedia](#)
- [Five Best To-Do List Managers - Lifehacker](#)
- [Asana](#)
- [The CheckList Manifesto - Amazon](#)
- [How to Be The Most Productive Person You Know](#)
- [Mitch Matthews On Goal Setting & How To Live Your Dream](#)

##### organizing Priorities With The Priority Star Exercise

- [The Priority Star Exercise Worksheet](#)
  - *Homework: Complete this worksheet for 5 of your own tasks*

##### Setting Deadlines - and Making Them Real

- [The 4-Hour Workweek - Amazon](#)
- [The Four Hour Work Week - iTunes](#)
- [Parkinson's law - Wikipedia](#)

##### The Pareto Principle: Our Secret To Being Effective

- [Pareto principle - Wikipedia](#)
- *Homework: Think about Pareto Principle & how to apply it*



## **The "Bad" Kind of Multitasking, Avoiding Distractions, and Meditation**

- [Another Interview with Productivity Guru Chris Bailey](#)
- [Benefits of Meditation](#)
- [What Happens to the Brain When You Meditate](#)
- [Media Multitaskers Pay a Mental Price](#) - Stanford Research
- [The Science Behind MultiTasking](#) - From an MIT Researcher
- [Why the Human Brain Can't MultiTask](#) - TEDx
- [The Illusion of MultiTasking](#) - UCSD Center for Mindfulness
- [How \(and Why\) to Stop Multitasking](#) - Harvard Business Review

## **Batching Similar Tasks**

- *Homework: Try batching similar tasks in your daily life*

## **The "Good" Kind of Multitasking & The Wheel of Life**

- [How exercise can help us learn](#) - New York Times
- [Research on Physical Exercise during Encoding of New Languages](#)
- [The Wheel of Life Worksheet](#)
  - *Homework: Complete this worksheet*

## **Planning For Structured Rest Periods**

- [Pomodoro Technique Illustrated](#) - Amazon
- [Pomodoro Technique](#) - Wikipedia

## **Using Small Chunks of Wasted Time Effectively**

- *Homework: Make a list of 5-10 minute tasks you can do in wasted chunks of time*

## **A Brief Note On "Flow" and Focus**

- [Flow \(psychology\)](#) - Wikipedia
- [Mihaly Csikszentmihalyi: Flow, the secret to happiness](#) - TED
- [What Is Flow? - The Psychology of Flow](#)

## **Quiz 3: How Well Do We Understand The Theories & Foundations?**



## SECTION 3: SPEEDING UP & AUTOMATING COMPUTER WORK

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### Quiz 4 (pre-quiz): How Productive Are You At The Computer?

#### Just How Much Time Are You Wasting On Your Computer?

- [RescueTime](#)
- [A graphical representation on RescueTime](#)

#### Automating Meeting Scheduling

- [Doodle](#)
- [Acuity](#)

#### Text Expansion - Stop Typing The Same Things Over and Over

- [Android/iPhone Tip: How to create custom keyboard shortcuts](#)
- [How to use text expansion to save yourself hours of typing every day](#)
- [Autokey does customized text replacement for Linux](#)
- [Lifehacker Code Texter for Windows](#)

#### Speaking Is Faster Than Typing - and Clicking

- [Windows Speech Recognition](#)
- [Apple Speech to Text Tutorial](#)

#### Using Custom Gestures To Speed Up Common Tasks

- [BetterTouchTool](#)
- [Turn any action into a keyboard shortcut](#)
- [Using Custom Gestures for Improved Work Efficiency](#)

#### Launchers: Act Without Doing

- [Alfred App](#)
  - [Getting Started with Alfred App](#)
  - [Alfred App Tutorials](#)
- [QuickSilver for Mac](#) (Jonathan's favorite, but hasn't been updated in many years)
  - [A beginner's guide to Quicksilver](#)
  - [QuickSilver for Windows Showdown](#)
- [LaunchPad for Windows](#)



### **Wasting Less Time Reading and Sorting Through Email**

- [Unroll.me](https://unroll.me)
- [SaneBox](https://sanebox.com)
- [Gmail Settings](https://mail.google.com/mail/u/0/#settings)

### **Automating Simple, Repetitive Tasks Effectively Across The Web**

- [IFTTT](https://ifttt.com)

### **Watching Lectures, Videos, and Podcasts Faster**

- [YouTube HTML5 Trial](https://www.youtube.com/watch?v=H5T8uUWU8h4)
- [MySpeed](https://myspeed.net)

### **Quiz 5: What Did We Learn From The Computer Tips and Tricks Section?**



## SECTION 4: SPEEDING UP HEALTH & FITNESS

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### Quiz 6 (pre-quiz): Health and Fitness Section

#### Getting Fit In Fewer Hours

- [The 4-Hour Body](#) - Amazon
- [The Four Hour Body](#) - iTunes
- [From Geek to Freak](#)
- [High-Intensity Interval Training - Wikipedia](#)
- [What Is The Best HIIT Workout?](#)
- [CrossFit](#) - Wikipedia

#### Spend Less Time Cooking

- [Proper Knife Skills and Technique](#) - YouTube

#### Sleeping Less and Feeling Better

- [Polyphasic Sleep](#) - Wikipedia
- [Beginners Start Here | Polyphasic Society](#)
- [Sleep Cycle for iPhone](#)
- [Sleep Cycle for Android](#)
- [Sleep Hacking Course on Udemy](#)
- [11 Tricks for Perfect Sleep - Huffington Post](#)
- [Philips Hue Wireless Lighting, Starter Pack](#) - 110V (US/CA) - Amazon
- [Philips Hue Wireless Lighting, Starter Pack](#) - 220-240V - Amazon

### Quiz 7: How Well Do We Understand The Health and Fitness Tips?



## SECTION 5: AUTOMATING YOUR FINANCES

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### Quiz 8 (pre-quiz): How Effectively Are We Monitoring Our Finances?

#### Monitoring Your Finances Automatically

- [BillGuard](#)
- [Mint](#)
- [Personal Capital](#)
- [Credit Karma](#)

#### Paying Bills Automatically

- [Ramit Sethi's 12 Minute Guide to Automating Your Finances](#)
- [The Psychology of Automation: Building a Bulletproof Personal Finance System](#)
- *Homework: Set up your bills to pay automatically*

### Quiz 9: What Did We Learn About Monitoring Our Finances?





## SECTION 6: DELEGATION, COMMUNICATION, & SAYING NO

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**Quiz 10 (pre-quiz): What Is Your Starting Point When It Comes To Delegation?**

**Some Things Just Aren't Worth Your Time**

**Thoughts & Tips On "Outsourcing"**

- [Upwork](#)
- [Fiverr](#)
- [TaskRabbit](#)
- [TaskWunder](#)

**Speeding Up Decisions**

- [The Paradox of Choice](#) - Amazon
- [The Paradox of Choice](#) - iTunes
- [Barry Schwartz: The paradox of choice - TED.com](#)

**Speeding Up Communication**

- [Getting Things Done](#) - Amazon
- [Getting Things Done](#) - iTunes

**Splitting Time Into "Maker" and "Manager" Days**

- [Original article by Paul Graham of YCombinator](#)

**Quiz 11: What Did We Learn About Delegation, Communication, and Saying No**



## SECTION 7: CONCLUSION

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### **What We've Learned, Conclusion, and Congratulations**