



**SUPERHUMAN
ACADEMY**

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



COURSE SYLLABUS

Updated July 2023



SECTION 1: INTRODUCTIONS & FOUNDATIONS

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](#)
- [SuperLearner 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

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

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](#)
- [SaneBox](#)
- [Gmail Settings](#)

Automating Simple, Repetitive Tasks Effectively Across The Web

- [IFTTT](#)

Watching Lectures, Videos, and Podcasts Faster

- [YouTube HTML5 Trial](#)
- [MySpeed](#)

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



SECTION 4: SPEEDING UP HEALTH & FITNESS

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

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

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

What We've Learned, Conclusion, and Congratulations