# SUPERHUMAN ACADEMY

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

# COURSE SYLLABUS

**Updated January 2021**

# SECTION 1: INTRODUCTIONS & FOUNDATIONS

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**About Your Instructor: How This Course Came To Be**
- [Instructor's Website](#)
- [SuperHuman Academy Podcast](#)
- [Follow Jonathan on Twitter](#)

**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?**

**SUPERHUMAN ACADEMY**

# 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**
- QuickSilver for Mac
- 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

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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**

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