Mindluster Platform

About the course Work Smart

Course Presenter : Fast Company

Work Smart course offers practical strategies and techniques to enhance productivity and efficiency in the workplace. Participants will learn time management skills, effective communication strategies, delegation techniques, and tools for prioritization. The course also covers stress management, work-life balance, and problem-solving skills. Join us to optimize your work performance, boost productivity, and achieve a healthier work-life integration. Fast Company

Humanities Category's Courses

Course Lesson(118)

Lesson 1 : **2 Science Backed Productivity Hacks To Supercharge Your Day Fast Company**

Lesson 2 : **3 Easy Ways You Can Fast Track Your Career Fast Company**

Lesson 3 : **Are Morning Workouts Actually Productive Fast Company**

Lesson 4 : **These 4 Phrases Will Tank Your Job Interview Fast Company**

Lesson 5 : **Does Caffeine Really Boost Your Productivity Fast Company**

Lesson 6 : **How To Explain That Gap On Your Resume Fast Company**

Lesson 7 : **Can t Sleep Try This U S Army Technique It Works For Basically Everyone Fast Company**

Lesson 8 : **Waking Up At 4 AM Brilliant Or Bullshit Fast Company**

Lesson 9 : **How To Use Your Brain s â€œDeleteâ€ Button Fast Company**

Lesson 10 : **Who Is More Productive Multitaskers Or Monotaskers**

Lesson 11 : **Is Waking Up Destroying Your Whole Day**

Lesson 12 : **9 Ways You re Failing at Your Internship**

Lesson 13 : **8 Ways to Make Working From Home More Efficient**

Lesson 14 : **8 TIPS FOR DEALING WITH YOUR AWFUL BOSS**

Lesson 15 : **8 Ways to Train Yourself To Accept Criticism**

Lesson 16 : **7 Sure Fire Ways to Get a Meeting with Anyone**

Lesson 17 : **8 Steps to Dealing with A Toxic Coworker**

Lesson 18 : **7 STEPS TO BUILDING A DREAM TEAM FOR YOUR COMPANY**

Lesson 19 : **7 Ways You re Probably Spreading And Catching Holiday Germs At Work**

Lesson 20 : **7 Ways To Survive As A Night Owl In A World For Morning People**

Lesson 21 : **7 Ways to Stop Your Overwhelming Need to Procrastinate**

Lesson 22 : **Productivity Tips from the Busiest People**

Lesson 23 : **7 Stage Guide To Successfully Pooping At Work**

Lesson 24 : **7 Steps to Disarming a Miserable Monday**

Lesson 25 : **9 Ways You re Effectively Destroying Your Startup**

Lesson 26 : **9 Steps to Being a Better Boss**

Lesson 27 : **7 Ways to Make and Keep Your Connections**

Lesson 28 : **8 WAYS TO KEEP YOUR OFFICE JOB FROM KILLING YOU**

Lesson 29 : **YOUR LINKEDIN PHOTO MIGHT BE WHY YOU AREN T GETTING HIRED**

Lesson 30 : **7 Super Efficient Ways to Jump Start Your Morning**

Lesson 31 : **Fast Company Channel Teaser**

Lesson 32 : **11 Super Foods To Make You More Productive**

Lesson 33 : **10 Quick Tips To Get More Followers On Twitter**

Lesson 34 : **7 Ways You Might Be Bad At Your Job And Don t Even Know It**

Lesson 35 : **The Dos and Don ts of Power Lunching**

Lesson 36 : **6 Ways to Trick People into Thinking You re Smarter Than You Actually Are**

Lesson 37 : **How everyone else s success can feed your own**

Lesson 38 : **The Secret to Viral Success from Filmmaker Casey Neistat**

Lesson 39 : **Dan Harmon on embracing your laziness**

Lesson 40 : **Key characteristics of successful creative people**

Lesson 41 : **The Secret to Making the Best Coffee**

Lesson 42 : **Travel website CEO on how the best business inspiration comes from anywhere**

Lesson 43 : **How to Procrastinate Your Way to Success**

Lesson 44 : **The CEO Of Refinery29 On Nurturing Young Talent**

Lesson 45 : **Ian Somerhalder s Secret to Success**

Lesson 46 : **How the Google X Team Stays Productive**

Lesson 47 :
Portlandia s Fred Armisen And Carrie Brownstein On Managing Anxiety And Staying Quirky

Lesson 48 : **When Adventure Sports And Entrepreneurialism Collide**

Lesson 49 : **Lessons From An Alpine Olympian Be Present And Others Will Respond**

Lesson 50 :
Why You Need To Stop Obsessing About Your Competition And Focus On What You Can Control

Lesson 51 : **What Surviving Congo River Rapids Teaches Us About Always Being Tenacious**

Lesson 52 : **How Experience Helps Get You Through The Toughest Challenges**

Lesson 53 : **Watch This Desk Knows When You Should Stand Sit Or Just Breathe**

Lesson 54 : **Office Space How Google Inspires Collaboration**

Lesson 55 :

House Of Cards Producer Dana Brunetti On What Hollywood Can Teach Startups About Collabo

Lesson 56 : **How To Say A Lot By Being Brief**

Lesson 57 : **How You Can Conquer Any Deadline**

Lesson 58 : **Sweat Equity Discipline Lessons From Inside The Ring To Use Outside The Box**

Lesson 59 : **GROUP GROPE DON T DO IT**

Lesson 60 : **Know when to email**

Lesson 61 : **Multiple Email Personalities**

Lesson 62 : **Video from Fast Company**

Lesson 63 : **Make Intentional Rituals Part of Your Morning Routine**

Lesson 64 : **Eat the Big Ugly Frog First**

Lesson 65 : **Laptop posture**

Lesson 66 : **Video The key to keeping it together journaling**

Lesson 67 : **Our Robot Overlords Will Teach Us To Be More Productive Better Collaborators**

Lesson 68 : **What building robots teach us about collaboration**

Lesson 69 : **Watch The Writer Of This Post Meet The Brain Surgeon Who Saved Him**

Lesson 70 : **Obsessing Over A Giant Failure Can Be A Good Thing Really**

Lesson 71 : **Inspiring change with America s rock star mayor**

Lesson 72 : **Why Nara Bans Inter Office Email In Favor Of Intimate Real Life Face Time**

Lesson 73 :
An NYC Bike Messenger Turned SoulCycle Instructor On Managing And Staying Calm In Chaos

Lesson 74 : **Three simple ways to ensure an excellent product**

Lesson 75 : **Three simple ways to ensure an excellent product**

Lesson 76 : **Climbing The Ladder From Waiter To Executive One Rung At A Time**

Lesson 77 : **Work Smart 2 What Projects Are Worth Working On**

Lesson 78 : **Innovative Ways to Give Back to Communities Micro Finance With John Ferber**

Lesson 79 : **Work Smart 2 Perfect Your Digital Document Filing System**

Lesson 80 : **Work Smart 2 How Do You Know When to Kill a Project**

Lesson 81 : **Work Smart 2 Is Google Apps for Business For You**

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Lesson 86 : **Work Smart 2 Best Blogging Tools for a Beginner**

Lesson 87 : **Five Inspiring Steps To Innovation With Jeremy Gutsche**

Lesson 88 : **Caffeine And Other Ways To Manage Your Busy Schedule From Jeffrey Hayzlett**

Lesson 89 : **Jason Fried Of 37Signals Shares Tips For Creating A Productive Office Space**

Lesson 90 : **Making Infographics With Nicholas Felton**

Lesson 91 : **Work Smart 3 Enchantment With Guy Kawasaki**

Lesson 92 : **Work Smart 2 Stop Wasting Time Getting Productive**

Lesson 93 : **Work Smart 2 Stay Connected While Telecommuting**

Lesson 94 : **Work Smart Taming Your Voicemail in Two Easy Steps**

Lesson 95 : **Work Smart 2 Password Protection**

Lesson 96 : **Work Smart 2 Staying Organized After Being on the Road**

Lesson 97 : **Work Smart How to Avoid The Busy Trap**

Lesson 98 : **Work Smart Take Back Your Calendar With Defensive Scheduling**

Lesson 99 : **Work Smart How to Power Through a Mountain of Email**

Lesson 100 : **Work Smart Defrag Your Calendar by Batching Tasks**

Lesson 101 : **Work Smart Brainstorming Techniques to Boost Creativity**

Lesson 102 : **Work Smart Unconventional Cures For Meeting itis**

Lesson 103 : **Work Smart How to Write a To Do List**

Lesson 104 : **Work Smart Do Your Worst Task First Or Eat a Live Frog Every Morning**

Lesson 105 : **Work Smart Freelancer Survival Skills**

Lesson 106 : **Work Smart Avoid Office Distractions with Time Blocking**

Lesson 107 : **Work Smart Mastering Your Social Media Life**

Lesson 108 : **Work Smart 3 Useful Things You Didn t Know Your Cameraphone Could Do**

Lesson 109 : **Work Smart Best Telecommuting Tools**

Lesson 110 : **Work Smart 3 Apps for Syncing Home and Office**

Lesson 111 : **Work Smart How To Remember Countless Passwords With A Single Trick**

Lesson 112 : **Work Smart How to Make Procrastination Productive**

Lesson 113 : **Work Smart Three Ways to Use Google Wave in Your Business**

Lesson 114 : **Work Smart Claiming Your Name on the Web**

Lesson 115 : **Work Smart Stop Multitasking and Start Doing One Thing Really Well**

Lesson 116 : **Work Smart Conquering Your Email Inbox**

Lesson 117 : **Work Smart Must Have Mobile Apps for the Road Warrior**

Lesson 118 : **Work Smart 2 How to Take Thorough Meeting Notes**

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