

# MAXIMIZING YOUR PRODUCTIVITY WITH TECHNOLOGY

How to Use the Latest Tools, Templates, and Tricks



## PROGRAM DESCRIPTION

We've become dependent upon computers, email, voicemail, the Internet, Blackberries, PDAs, cell phones, and pagers. These devices connect us to the world of work. Today, you must be technologically savvy. Technology can undoubtedly improve your productivity, but it can make you LESS productive if you're not careful. This seminar discusses how to use the latest technologies to your advantage, without letting technology take advantage of you.

## COURSE OBJECTIVES

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| » Implement twelve email techniques to avoid spending hours in your inbox.                                   | » Learn eight key Web 2.0 principles to avoid "obsessive compulsive social media disorder."                       |
| » Discover 30 best practices for scheduling your day on your digital calendar.                               | » Travel with a virtual office and stay connected and organized on the road.                                      |
| » Discover the latest software, hardware, tools, and accessories that will boost your personal productivity. | » Receive a list of The Productivity Pro®'s favorite time-saving software, gadgets, and websites.                 |
| » Watch a demonstration of time-saving "Toys" that make your life simpler.                                   | » Discover simple tricks to reduce information overload and the volume of data you receive.                       |
| » Avoid distracting technology habits and behaviors.   | » Automate tasks and save time with filters, navigation techniques, macros, templates, and other computer tricks. |
| » Learn shortcuts that make common functions a breeze.   | » Observe some great software demonstrations that reduce keystrokes and save countless hours of time.             |
| » Determine when to use paper, a gadget, software, or a combination to stay organized.                       | » Balance compulsive addictions to the Crackberry and find a balance that meets your work and personal needs.     |
| » Make the Internet work for you; conduct power web searches without wasting time.                           | » Organize your computer logically, so you can find your files quickly and easily.                                |