



Maximizing Your Productivity, Speed, and Agility: Use Technology for Higher Productivity



Today, you must be technologically savvy to be effective; indeed, we've become dependent upon our phones, social media, computers, email, voicemail, and the Internet. These technologies connect us to the world of work and life and can undoubtedly improve your productivity; however, technology 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

- Implement 12 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.
- Discover the latest software, hardware, tools, and accessories that will boost your personal productivity.
- 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.
- Travel with a virtual office and stay connected and organized on the road.
- Organize your computer logically, so you can find your files quickly and easily.