

Nowadays many of us carry mobile devices like an iPhone or iPad, keep a digital calendar, and work from multiple computers. Chances are you feel like a slave to email, maybe having hundreds of messages in your inbox. You probably spend a lot of time online and might have trouble managing all of your files among your devices. Instead of blaming technology, let's use that technology to be more productive!

# MOBILIZE FOR PRODUCTIVITY

Infographic by TONY VINCENT  
learninginhand.com/productivity



Author of *Getting Things Done* and time-management guru David Allen calls personal productivity "advanced common sense." That's because it can take years to figure out what works for you.



Get personal productivity tips, insights, and advice from these PODCASTS:



Below are some STRATEGIES for increasing your productivity. Each strategy has mobile and/or online tools that can help.

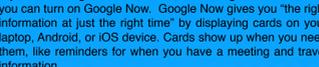
## AUTOMATE TASKS

Pay attention to what consistently has your attention and put systems in place to have tasks done on a regular basis on autopilot.



### ROUTINES

Put in place routines that become habits. For example, plug in your phone and other devices each night and review your calendar every morning when you unplug.



### GOOGLE NOW

If you use Google Search, Gmail, and Google Calendar, then you can turn on Google Now. Google Now gives you "the right information at just the right time" by displaying cards on your laptop, Android, or iOS device. Cards show up when you need them, like reminders for when you have a meeting and travel information.



### IF THIS, THEN THAT

fittm.com is a nifty web service that automates tasks that involve some of the most popular digital services like Twitter, Facebook, Evernote, Dropbox, text messages, and email. You can customize recipes that connect these services through triggers. There are plenty of recipes already made or you can cook one up from scratch.



## ACCESS ANYWHERE

David Allen says, "Minds are for having ideas, not holding them." Store your ideas, information, and projects online so that you can access them from any computer or device and so you make space in your mind to think.



"THE MOST PRODUCTIVE PEOPLE ARE THE ONES WITH THE EMPTIEST HEADS."  
DAVID ALLEN



### CLOUD SERVICES

Instead of saving to the hard drive on a single device, use online services that make your files and data accessible from any device or computer. Try Evernote, Dropbox, and Google Drive.



### ONLINE CALENDAR

It's time free yourself of a paper calendar. With a digital calendar you can sync with multiple devices for access when and where you need it. Try Google Calendar or Apple's iCloud.



### SPLASHTOP REMOTE

Mirror and control a Mac or PC from Android or iOS. Simply install Splashtop Streamer on the target computer and Splashtop Remote on the other to see and control the target computer over an internet connection.

## REDUCE DISTRACTIONS

The American Psychological Association has found that multitasking is neither effective nor efficient. Focus on the task at hand by decreasing interruptions.



THE AVERAGE BUSINESS USER RECEIVES 77 EMAILS PER DAY. THAT'S NEARLY 400 POSSIBLE INTERRUPTIONS IN A WORK WEEK.



### PROCESS MESSAGES ON YOUR TERMS

Don't lose your focus by constantly switching to email, Twitter, or Facebook the moment you receive a new message. Instead, plan to process those messages in batches at times you set aside.

### TURN OFF NOTIFICATIONS

Like Dr. Pavlov's dog salivating when he hears a bell ring, you might be conditioned to "salivate" when you hear or see that you have a new message. Do yourself a favor and turn off audio and visual notifications for new emails and messages from other apps.

Switching between tasks takes time and mental shifts that can eat up as much as 40% of one's productive time.



## STRIVE FOR INBOX ZERO

Get email out of your inbox so you are not haunted by messages that need to be processed, answered, or archived. It's not so much about how many messages are in your inbox. It's about managing what comes into your inbox and what to do with it once it's there.



### CONTROL YOUR BACON

You've signed up to receive deals, Facebook and Twitter updates, and newsletters. While these emails are not spam, they aren't as good as a personal email and can clog your inbox. It's called *bacon* or *graymail* and the best way to manage it is to unsubscribe. If you really do want to receive it, set an email rule or filter so that the bacon you do want bypasses your inbox and is available to you to browse at a time of your choosing.



### UNROLL.ME

After you sign up, see a list of all your subscription emails. Unsubscribe instantly from whatever you don't want. Easily combine your favorite subscriptions into a beautiful daily digest email called the Rollup.

Subject: Friday Attire

### USE DESCRIPTIVE SUBJECTS

If everyone used functional subject lines it would be easier to manage our inboxes at a glance. You can at least set an example in the emails you send. Keep your subject line simple and to the point so that it can assist the recipient in processing his or her own email.



### SCHEDULE MEETINGS & EVENTS

Your inbox can quickly fill with exchanges when trying to schedule a meeting or event. Instead of coordinating through email, use Doodle.com. Doodle enables you to propose several dates and times and participants can indicate their availability online.



### COLLABORATE OUTSIDE OF EMAIL

Multiple emails with different versions of a document is not an efficient way to collaborate, and it jams up your inbox. Instead of passing documents back and forth, set up a shared word processing, spreadsheet, presentation, or drawing file using Google Docs.



### THANKS IN ADVANCE

Keep unnecessary communication out of your inbox by eliminating emails that simply say thank you. End your email with *thanks in advance*. Some people end emails with *NRN* which stands for *no reply necessary*. Though, to avoid receiving an email that asks what *NRN* means, don't use the abbreviation.



### PREVENT REPLY ALL

You can save yourself and others the headache of the dreaded *Reply All* by making sure that the emails you send will not enable everyone to which you sent the message to see replies. When composing an email put your address in the *To* field. Place all other recipients' email addresses in the *BCC* field.

## GET EMAIL OUT OF YOUR INBOX



## MANAGE WHAT COMES INTO YOUR INBOX

## FOLLOW THE 2 MINUTE RULE

Instead of waiting until later to process an email message or instead of adding a task to your to-do list, act on it immediately when possible. This is especially true if the task will take less than two minutes.



"IF YOU DETERMINE AN ACTION CAN BE DONE IN TWO MINUTES, YOU ACTUALLY SHOULD DO IT RIGHT THEN BECAUSE IT'LL TAKE LONGER TO ORGANIZE IT AND REVIEW IT THAN IT WOULD BE TO ACTUALLY FINISH IT THE FIRST TIME YOU NOTICE IT."  
DAVID ALLEN



### GOOGLE THAT

Oftentimes look us for information that they could also as easily look up themselves. To help empower them to seek their own answers and perhaps prevent similar questions in the future, take two minutes to type in the search query into letmegooglethatforyou.com. It will provide a URL for the search. The URL leads to an animation of typing the search into Google and then presents the results page. Be considerate—sending a lmgty.com URL can be considered rude and snarky.



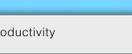
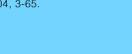
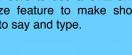
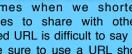
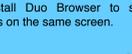
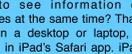
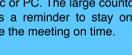
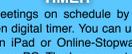
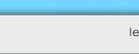
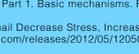
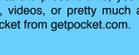
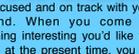
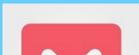
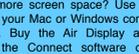
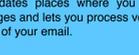
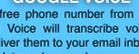
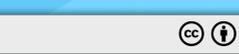
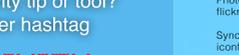
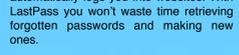
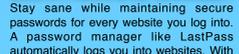
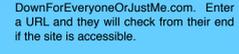
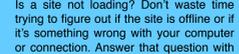
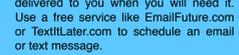
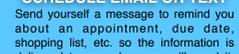
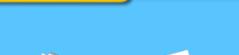
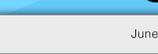
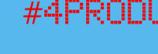
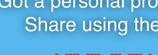
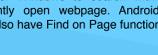
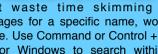
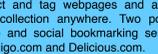
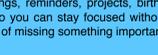
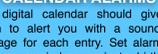
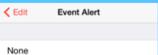
### GOT A COUPLE MINUTES?

Whether you're at your desk or on a mobile device, see how many emails you can delete when you find yourself with short pockets of time.



## USE DIGITAL REMINDERS

You probably have a digital device in hearing distance at all hours of the day. Let the device remind you of appointments or when you have something to do.



## BROWSE THE WEB EFFICIENTLY

According to research company comScore, the average American Internet user spends 32 hours per month online. Make the most of your time online.



### ONLINE BOOKMARKS

Collect and tag webpages and access your collection anywhere. Two popular online and social bookmarking services are Diigo.com and Delicious.com.



### IS THE SITE DOWN?