

TurboTime: Maximizing Your Results Through Technology

If you're like most people, you use less than 20% of the power of your technologies. How can you get the most use out of the incredible tools right at your fingertips?

This isn't a "what-keystroke-to-hit" kind of program. It's a motivational/ informational talk to help you get excited about using the tools you already have more effectively. This will help you easily and quickly accomplish more.

Key Benefits of Attending:

You'll learn simple, inexpensive ways to maximize what you probably already own.

We're not going to say you have to buy a lot of equipment in order to become more productive. In fact, you most likely have many of the tools we'll discuss. You just aren't using them as effectively as you could.

You'll understand what we're talking about, even if you're technologically inexperienced.

We'll speak in plain English, not techno-babble. We won't ask you how much RAM you have, what the size of your hard disk is, or what version of your operating system you're running. Most of these things are irrelevant to what we'll discuss.

You'll walk away with specific ideas you can apply tomorrow.

You'll not only get ideas, but the motivation to act on those ideas. You'll see that productivity improvement is much simpler than you may have thought.

You'll become more techno-literate.

You'll learn about new concepts and techno-tools that can help you accomplish more.

A Proven Agenda (1- 3.5 hours)

Automate

- Macros/scripts
- Agents
- Auto back up
- Personalized news and information

Voice recognition

- Pros and cons

E-Mail

- Do's and don'ts
- Avoiding Flame-O-Grams

Internet/World Wide Web

- What you can do
- How to avoid it being a time sink

Morgan Seminar Group

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Fax Modem

- Why fax to/from your computer
- Access your local library's card catalog

PIM/Networkable calendar

- Track events, in-office meetings and other commitments.
- Automatically updates changes
- Set an alarm to remind you of client calls to make

PDA/Personal Digital Assistants

- Calendar, address book, note pad, to do list, calculator

Contact management/electronic rolodex

- Track conversations and follow ups
- Create boilerplate correspondence
- Send items to select mail list

Electronic presentations

- More dynamic visuals
- Easily customizable, even real time
- Create slides, overheads, handouts and notes

Financial management

- Create immediate financial reports
- Send payments electronically

Course Objectives:

Participants will:

- Understand how to use macros for repetitive keystrokes.
- Comprehend how to automate repetitive tasks.
- Know why and how to use the Internet and World Wide Web.
- Discover why it is wise to fax from your computer.
- See how to manage their finances easily on the computer.
- Understand how to keep on top of your schedule,
- Know the uses for an electronic rolodex/contact manager.
- Hear tips for creating and showing presentations via computer.
- Know how and why to backup data easily and regularly.

Needed Materials

- *TurboTime: Maximizing Your Results Through Technology* book, \$20

Recommended Reinforcement Materials:

- *Writing Effective E-Mail* book, \$10.95
- *Using the Internet Smarter and Faster* book, \$11.95
- *The 3 R's of E-Mail* book, \$12.95
- *Getting on the Information Superhighway* book, \$12.95

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