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*Time Management/
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RANDY DEAN'S SmartPhone Success!

Getting More Personal and Professional Productivity from Your SmartPhone

iPhone. Droid. BlackBerry. Even iPad's, Droid Tablets, and your Chrome browser. How can you possibly keep up? Do you even have to? Perhaps, with a few key tools and apps, you can really amp up the productivity potential of these devices. This session will give you tips on how!

What are the five basic Outlook functions you want to have "onboard" your smartphone /tablet?

1. E-mail (and apps for multiple separate accounts?)
- 2.
- 3.
- 4.
- 5.

What are at least five key productivity tools/apps you want to have working on your SmartPhone (regardless of brand?)

1. PDF Creator/Scanner
2. Document Creation
- 3.
- 4.
- 5.

What are some "under the hood" tools/apps that you want working/available on your SmartPhone (think battery usage, task/app management, hotspot/wi-fi/tethering/GPS etc.)

What are just a few of the really "cool" apps that are out there?

Fun, practical, useful:

1. Pandora
2. Skype
3. Kindle
4. Google Earth & Sky
5. Travel Apps
6. Social Media Apps
7. (MORE!)
- 8.
- 9.
- 10.

Randy also recommends actively testing and using the voice recognition capabilities now being offered by Google and Apple (Siri). These tools are on the edge of AMAZING and can provide a huge potential productivity boost.

What apps did I forget???

Send me your favorite tools/apps that we didn't cover – I may feature in my e-news!

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Randy Dean's "SmartPhone Success" Text Document



As a time management, productivity, and e-mail efficiency expert, I'm always looking for ways to find a few seconds here and there in things I'm already doing anyway, and using my SmartPhone and tablet device are no exception! There are a number of smart strategies and great apps when it comes to enhancing your personal and professional productivity using these devices!

Here is the text from the session – enjoy:

The good ol' days – The Palm PDA!

Four basic functions

- Calendar
- Contacts
- Tasks
- Notes

Then, along came BlackBerry

- e-mail
- phone
- some web
- some GPS

BOOM! iPhone and Droid

- app insanity
- dramatically improved web
- dramatically improved media

Now, 4G and tablets -- WOW!

- computers in decline?
- multidimensional devices
- speed faster than DSL
- streaming media
- video communication
- even hotspot and virtual meeting capabilities

... and "the cloud"

- much of your "data" does not need to be hosted locally
- and can be shared across numerous cloud-enabled devices (and people!)
- e-mail
- calendar
- contacts
- social media
- music and video
- even documents and files
- tablets and smartphones now effectively "cloud access devices"

THIS is our reality, and it is changing FAST.

How do you find productivity (and limit distraction) in this "smartphone reality"?

First, go back to basics:

- E-mail
- Calendar
- Contacts
- Tasks
- Notes

Google may provide a great option for many of these functions on a personal basis -- automatically "synced" between computer, cloud, smart phone & tablet

E-mail:

- Integration w/ work e-mail critical
- Using Outlook?
 - Worked seamlessly w/ BlackBerry
 - K-9 Mail worked great for me on Droid
- Apps available for online cloud-based e-mail: Gmail, Yahoo, more

Calendar & Contacts

- Auto-sync w/ BlackBerry & iPhone
- Requires Google sync app download for Droid w/ Outlook
- Want to consider posting both Calendar and Contacts to cloud app
 - Can then access anywhere
 - (Of course, if using Google Enterprise, syncing w/ Outlook no longer concern)
- Professional & Life contacts to Facebook/LinkedIn?? ("Sticky")

Tasks

- Easy sync w/ BlackBerry
- Tricky for Outlook users on Droid & iPhone
- On Exchange? Touchdown for Droid; TaskTask for iPhone

Not on Exchange or using Tasks in Outlook?

- many options (none perfect)
- If using USB to sync Outlook w/ Droid -- Mobile Phone Explorer and MPE Tasks
- Also could use app like Toodledo (on iPhone too) or other cloud-based task apps
- Or, send e-mails to Outlook account to convert to task in Outlook
- And, e-mail daily tasks BACK to phone when away from Outlook

Key need: Can you get current access to your e-mail, calendar, today's tasks, and important contacts?

RECOMMENDATION: Make one "panel" of your phone/tablet a productivity panel with all of these apps on the same screen!

Notes:

- Handy to have access to many useful notes/reminders
 - Company/Staff info
 - Shopping Lists
 - Travel numbers/sites
 - Even passwords and private info
 - Better in your phone than in your head

Current Best-Practice Note Recommendation

Note+ and Notability are highly rated too

- Evernote (better than even storing notes in Outlook)
- Widget downloads into Outlook -- easy to copy notes to cloud
- Cloud app can then sync notes to other devices (including tablets)
- Also can "clip" web articles and store PDFs for later review -- AWESOME!
- Built this presentation on Evernote (to start!) -- worked on it on laptop, Droid phone, AND Kindle Fire
- Even scanners now can scan directly to Evernote
- LiveScribe pen will save handwritten notes directly to Evernote

Passwords and Private Info?

- Need a "password keeper" -- one master password for access to all passwords, log-ins, and private/personal info
- BlackBerry has one built right in
- Need to download for iPhone & Droid
- Using UPM on Droid
- Wife is using My Eyes Only on iPhone

Now that have basics, what else do you need for standard productivity?

- Office docs reader/editor (Word, Excel, etc.)
- I'm using OfficeSuitePro (got free on special from Amazon!)
- QuickOffice also looks good
- Adobe Reader for PDFs
- Box or DropBox for document storage/access
- Search tool for web (I use Google search and Google Voice Search)
- Siri is pretty sweet for iPhones! (Why Google is happy w/ Siri)

Voice Assistant??

- Siri & Vlingo

Google's standard voice-to-text on their smart phones is AMAZING!

Productivity Peripheral Devices/Services?

- Internet Tethering/WiFi Hotspot capabilities
- Webtop Connector for Droid
- Bluetooth keyboard for iPhone/iPad
- Both allow phones/tablets to effectively act as standalone laptops
- Mobile Phone Explorer allows me to "port" my phone screen to my laptop
- Phone docking station allows me to "port" my phone screen to large screen TV/projector
- LogMeIn app??? (Pretty amazing, but expensive)
- JoinMe Viewer (allows for cross-device screen sharing)
- Coordinated Tablet device???

Power Management

- Don't get cheap with chargers!
- One near bed
- One in each vehicle
- One in travel bag
- Droid or BlackBerry user? Get an extra battery
- iPhone -- Battery "Case" -- gives up to triple the charge
- Learn which apps use most power and manage them! (WiFi, GPS, Data Service, etc.)
- Advanced Task Killer (great app for turning off too many apps!)
- QuickSettings App for Droid (turn off volume, ringer, data, GPS, wifi)

Extended Productivity

Extended Communications/Video Capabilities

- Google Voice (Single line to different lines/integrated voicemail to text)
- Google Talk & Apple FaceTime
- My preference: Skype!
- Free Skype-to-Skype calls AND video calls
- Works cross-platform
- Awesome on 4G
- TextPlus (multi-person text messenger w/ free calling)

Consider what you have ...

- E-mail, Calendar, Contacts, Tasks, Notes
 - Password Manager
 - Web Browsing & Search
 - Document creation & storage (via the cloud)
 - PDF viewing & creation
 - Media playing/viewing/storage/streaming
 - Keyboard & printer? (via Bluetooth & WiFi)
- YOU HAVE A FULLY FUNCTIONAL COMPUTER!**

... that also has voice-to-text AND touchscreen!!!
... AND APPS!!!

- CamScanner (turns phone into auto-scanner/PDF creation device)
- Related CamCard
- Barcode Scanner (search from barcodes & QR codes)
- Grocery IQ (synced shopping list -- multiple stores -- between multiple users)
- Amazon, Android Market, iTunes App Store, BlackBerry AppWorld
- Comparison shopping
- Have become a big fan of Amazon Prime

Financial Management

- Mint.com and Mint apps
- Expensify & Lemon (take pictures of and auto-categorize receipts)
- Bloomberg Mobile (market/investing news/feeds)
- Individual trading apps

Social Networking

- Facebook
- Twitter (& Seesmic)
- LinkedIn
- FourSquare
- Others

Travel

- GPS (my preference is MapQuest for Mobile)
- Poynt & Yelp (takes current location and provides nearby weather/shopping/restaurant/gas options)
- Google Maps also good for location-based search
- Air & Hotel Apps (Provided by many major firms)
- Hipmunk, Kayak, Triplt, FlightView, GasBuddy
- (Area of opportunity for your firm?)

Just really cool ...

- | | |
|---|---|
| - Kindle app (and Audible) | - Instagram |
| - Spotify, Pandora, Slacker, Radio.com, TuneIn Radio etc. | - Postagram |
| - Google SkyMap, Go SkyWatch & Apple StarWalk | - WolframAlpha (and other educational apps) |
| - Netflix, Amazon Prime & HuluPlus | - MyTracks/Nike+ |
| - ScoreMobile (sports scores, favorite teams) | - WebMD |
| - MyTracks | - ITriage |
| - Bump | - CarrMatey |
| | - FindMyiPhone/Lookout |
- Angry Birds!!!
 - Fruit Ninja
 - Super Stickman Golf
 - Unblock Me Free

Randall "Randy" Dean, MBA, known as the "Totally Obsessed" Time Management/Technology Guy and E-mail Sanity Expert, was a featured speaker at this year's RSAA Conference in New York City. Randy is an expert speaker and trainer on the topics of time management, e-mail & office clutter management, related usage of MS Outlook and PDA/SmartPhone devices, and effectively managing internal staff & team meetings. He is the author of the 2009 national productivity sensation, and recent Amazon.com #1 E-mail Bestseller, ***Taming the E-mail Beast: 45 Key Strategies for Better Managing Your E-mail Overload*** – go to <http://www.Amazon.com> and search "Taming Email" for more information.

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Apps & Services Mentioned in Smart Phone Success

iTunes App Store	Bluetooth keyboards	Postagram
Google Play	Docking stations	WebMD
Amazon App Store	LogMeIn	Itriage
BlackBerry App World	JoinMe Viewer	WeightWatchers App
iCloud	Bluetooth Radio Charger	MyTracks
DropBox	Seal Shield	Nike+
Box.com	Extra Chargers	MyFitnessPal
YouTube	Extra Batteries	Losethebelly
K-9 Mail	IPhone Battery Cases	Epicurious
Gmail	Advanced Task Killer	DinnerDialer
Yahoo Mail Mobile	QuickSettings App	Fooducate
Outlook.com	Google Voice	FoodScanner app
Apps Migration for Google'	Google Talk	Bump
Google Calendar	Apple FaceTime	Kindle app
Google Contacts	Skype	Audible
Google Tasks	TextPlus	Spotify
Google Drive & Docs	CamScanner	Pandora
Facebook	CamCard	Slacker
LinkedIn	BCReader	Radio.com
Google+	Barcode Scanner	TuneIn Radio
Plaxo	Grocery IQ	iHeartRadio
TouchDown	KeyRing	Google SkyMap
TaskTask	Mint.com	Go SkyWatch
My Phone Explorer	Pageonce	Apple StarWalk
MPE Tasks	Expensify	Netflix
RememberTheMilk	Lemon	Amazon Prime
Toodledo	Bloomberg Mobile	Hule Plus
Taskos	ATM app	ScoreMobile
Tasks Free	Coop Network	ESPN Scores
Evernote	Twitter & Seismic	WolframAlpha
Evernote Printers/Scanners	FourSquare	Instagram
LiveScribe pen	Flickr	Gorilla Cam
Note+	Ping.fm	Percent
Notability	StumbleUpon	
Universal Password Manager	Pinterest	And of course ...
My Eyes Only	Flipboard	Angry Birds (try Star Wars!)
Office Suite Pro	MapQuest for Mobile	Cut The Rope
QuickOffice	Google Maps	Words With Friends
DocumentsToGo	Poynt	
Adobe Reader	Yelp	Send me your faves!!!
Google Search	Hipmunk	
Bing	Kayak	randy@randalldean.com
Siri	Triplt	
Vlingo	FlightView	
WiFi Hotspot on Device	Gas Buddy	
WiFi Printer/Copier	CarrMatey!	