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PARTICIPANTS ATTENDING THE LIVE SESSION WILL RECEIVE 1 CAE CREDIT

Certificates will be emailed to attendees within 1-2 days.
Q&A

POWERED PRODUCTIVITY:
SUPER TECH TOOLS TO GET STUFF DONE

LIVE Webinar with Your Nerdy Best Friend
Task/Project Management

After an interruption, how long to get back on track?

Source: studies by Gloria Mark, Ph.D.
How long to get back on track?

A. 3 minutes
B. 23 minutes
C. 53 minutes
D. 103 minutes

Task/Project Management

Microsoft To Do
Todoist
AnyDo

Task List Tools
Task/Project Management

Trello
Asana

Task List/Project Management

Notion
Dynamic Workspace for Projects and More
Time Management

IFTTT & Zapier & Smart Speakers

Multi-App Automators
Time Saver

Videoticle

Turns YouTube Videos Into Articles

Workers report checking work email 3+ hours a day. Where are they checking them?

Source: 2019 Adobe Consumer Email Survey
Which of these is the most frequent?

A. In bed
B. In the bathroom
C. While working out
D. In a conversation

Top Five

1. Watching something 35%
2. While at a meeting 33%
3. On the phone 30%
4. In bed 28%
5. In the bathroom 23%
Who has the most unread emails?

Email Management

Unroll.me
Email Subscription Manager
followupthen
Email Scheduling Manager

Gmail
The Most Awesome Email Tool
Email Management

**Spike**
Chat-Based Email Tool

Online Security

Sorry, but your password must contain an uppercase letter, a number, a haiku, a gang sign, a hieroglyph and the blood of a virgin.

someecards user card
Online Security

What is the best practice for keeping a password safe, according to the government?

Source: Digital Identity Guidelines from the National Institute of Standards and Technology, U.S. Department of Commerce

What is the best password practice?

A. Change every 30 days
B. Use complex passwords
C. Create long passwords
D. All of the above
Password Management

Have I Been Pwned?
Email and Password Checker

Password Management

LastPass
1Password
Dashlane
Bitwarden
Password Management Tool
Email Security

Burnermail & Email On Deck
Disposable and Fake Emails

Email Security

Gmail Trick
youremail +untrustworthy email @gmail.com
# Meeting Management

## How long does it take for people to respond to a meeting request?

*Source: Doodle State of the Meeting Report 2019*

<table>
<thead>
<tr>
<th></th>
<th>6-12 minutes</th>
<th>6-12 hours</th>
<th>6-12 days</th>
<th>6-12 days after the meeting</th>
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Meeting Management

Comeet.me
Asynchronous Meeting Tool

Meeting Management

Adam.ai
AgreeDo
Meeting Management and Agenda Tool
Focus Tools

How did the Pomodoro Technique get its name?

Focus Tools

A. an Italian garden
B. a recipe for spaghetti sauce
C. a tomato-shaped kitchen timer
Focus Tools

The Pomodoro Technique

Focus Tools

HOLD X
Pomodoro, Task Management and Time Boxing
How many messages can we process in times of stress?

Source: Stress Management Society

A three
B seven
C eleven
Meeting Transcriptions

Let's Otter!  AI Meeting Recorder

Meeting Transcriptions

Abridge  AI Medical Meeting Recorder
Audio Help

Krisp
AI Audio Filter

Stress Management

WoeBot
Intellect.co
AI Mental Health Counselors
Stress Management

Gratitude
1. Text someone
2. Share gratitude

Robocall Help

The average phone owner gets 55 calls a month. What percentage of unknown caller calls are answered?

Source: Hiya State of the Call 2021
Unanswered Calls

A: 94%
B: 64%
C: 34%

February 2021 Nationwide Robocall Data

CALLS PLACED: 4.6B
PER DAY: 165.1M
PER HOUR: 6.9M
PER SECOND: 1.9K
AVG. CALLS PER PERSON: 14.1
Robocall Help

YouMail
Hiya
RoboKiller

Robocall Blockers

When was “Selfie” the Word of the Year?

A 1997
B 2005
C 2013
D 2017
Relationship Management

Crystal Creepy Personality Tool

Crystalknows.com

Beth Ziesenis
Head Nerd at Ziesenis

ENTHUSIASTIC  OPTIMISTIC  VISIONARY

Beth tends to be decisive, forward-thinking, and spontaneous with a natural aversion to rigid structure.
What Comes Naturally to You

- RALLYING ENTHUSIASM
- CHARISMA
- QUICK DECISION MAKING
- CREATIVE THINKING
- A FAST WORK PACE

Beth is an optimist and works with enthusiasm. Her passion and enthusiasm are infectious and a great morale boost to any team. Quick to make friends, Beth has excellent social skills and is a naturally persuasive person. She is charismatic, expressive, and high energy.

In a Meeting with You

- LOOSEN UP
- CAST AN EXCITING VISION
- ALLOW TIME FOR BRAINSTORMING
- SHOW EXCITEMENT FOR NEW IDEAS
- AVOID TOO MUCH FORMALITY

When meeting with Beth, treat her like a friend. Start with small talk and personal conversation before making your point. Give her time to brainstorm or think-out-loud, as too much structure in the meeting may cause her to lose interest. Follow up with a short, friendly summary of your main points and important takeaways.
Troy

Troy prioritizes achievement, pursues goals aggressively and methodically, and doesn't like when someone makes a decision on his behalf.

EXECUTOR

Skeptical  Pragmatic  Confident

What Comes Naturally to Troy

Efficiency  Discipline  Ensuring Quality

Critical Thinking  Persuasion

Troy is comfortable with conflict and enjoys productive argument. You can count on him to speak up and offer constructive criticism if it helps create efficiency. Troy is a disciplined worker and is confident in the accuracy of his work. Don't take it personally when he says something bluntly and be direct if you need something from him.
When Speaking to Troy

**BE BLUNT AND LOGICAL**  **STAY ON TOPIC**  **AVOID SARCASM**

**SKIP THE SMALL TALK**  **EXPECT INTERRUPTIONS**

Troy prefers to keep conversation as brief as possible and has little patience for chit-chat. Don't be offended if he ends the conversation abruptly. Take a casual but assertive approach with him and avoid interrupting him if he is concentrating on a task.

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