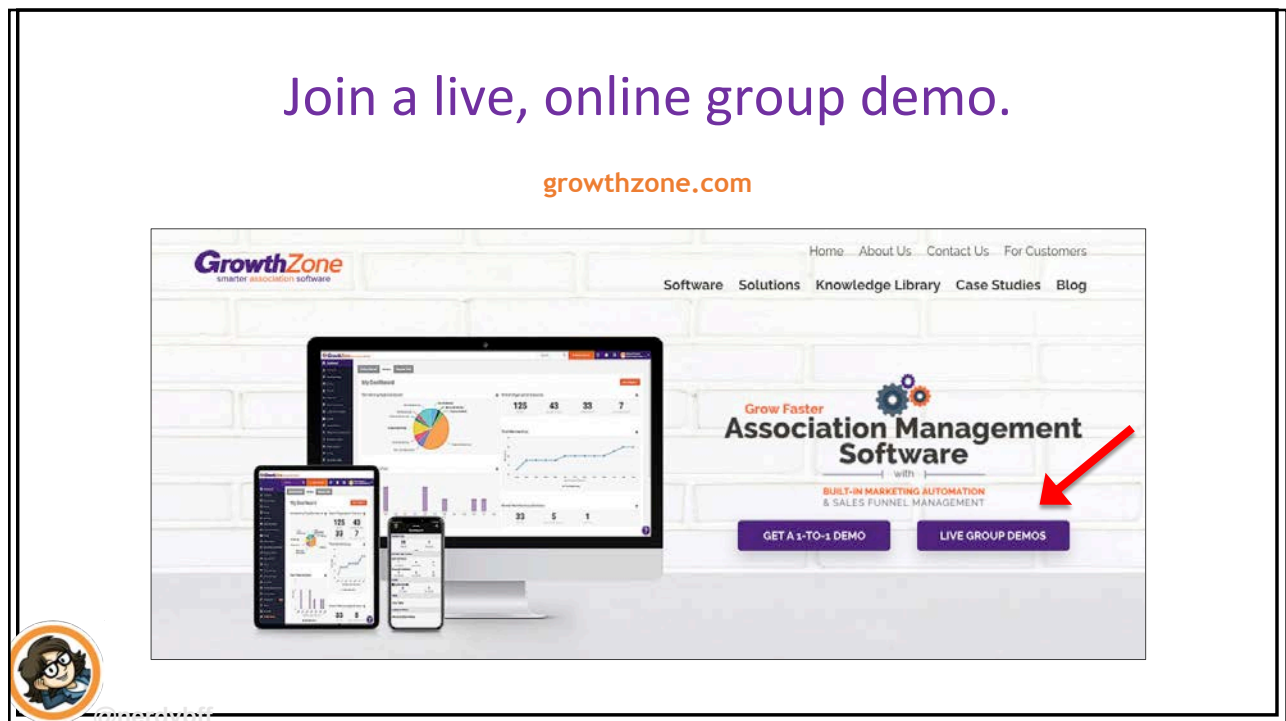
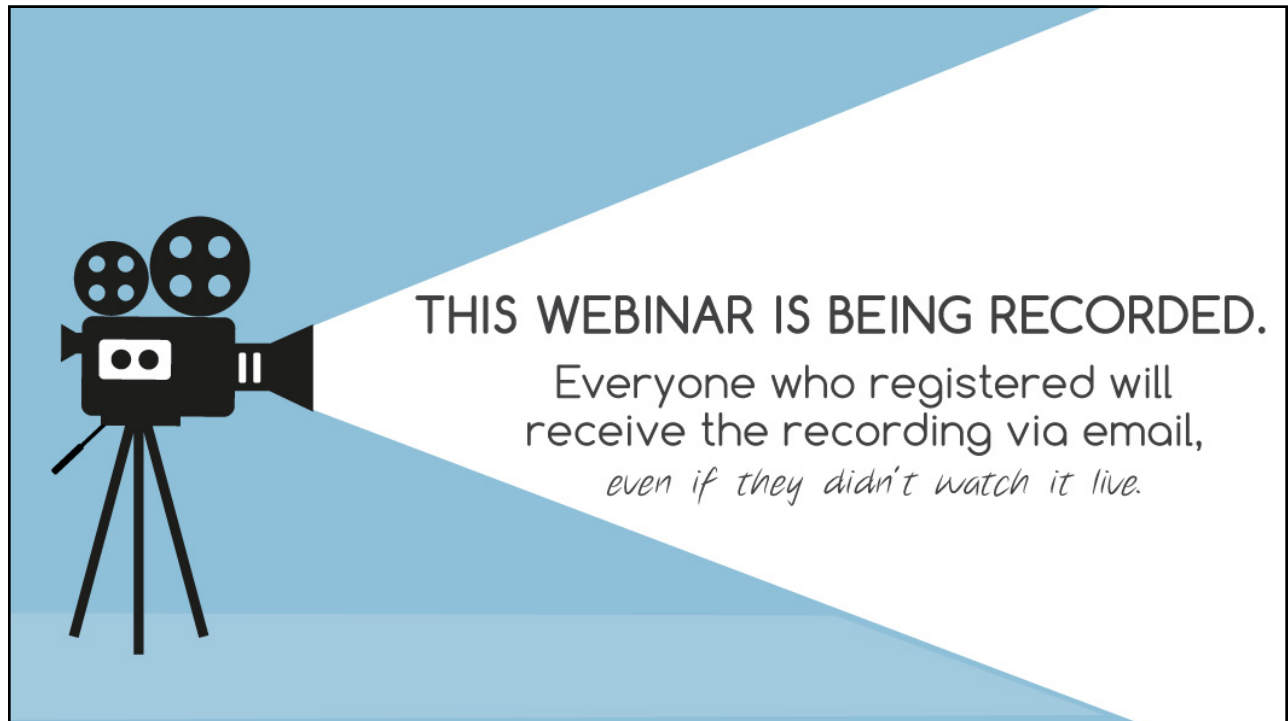




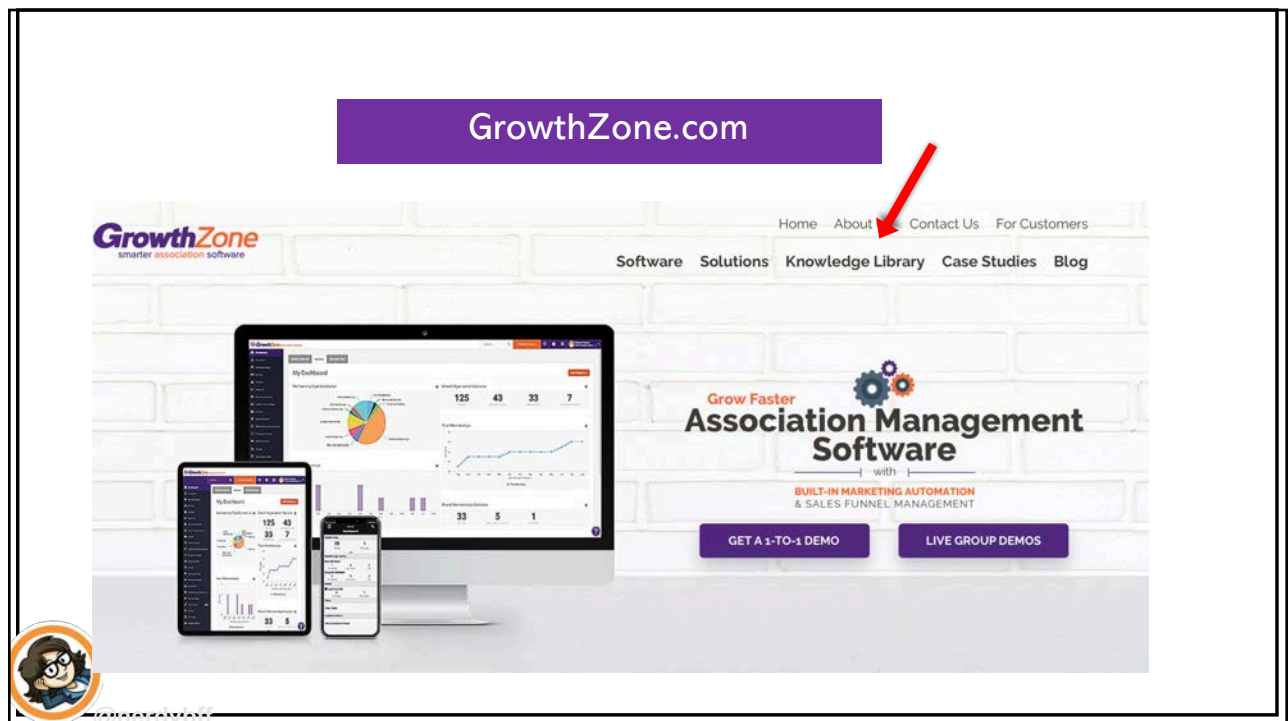
1



2



3



4



**PARTICIPANTS ATTENDING THE LIVE SESSION  
WILL RECEIVE 1 CAE CREDIT**

*Certificates will be emailed to attendees within 1-2 days.*

5



6



7



POWERED PRODUCTIVITY:  
***SUPER TECH TOOLS  
TO GET STUFF DONE***

LIVE Webinar with  
Your Nerdy Best Friend

8



11

## Task/Project Management

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



Source: studies by Gloria Mark, Ph.D.

12

## How long to get back on track?

- A** 3 minutes
- B** 23 minutes
- C** 53 minutes
- D** 103 minutes



13

## Task/Project Management

**Microsoft To Do**  
**Todoist**  
**AnyDo**

Task List Tools



14

## Task/Project Management

**Trello**  
**Asana**

Task List/Project  
Management




15

## Task/Project Management

**Notion**

Dynamic Workspace  
for Projects and  
More



16

## Time Management

# IFTTT & Zapier & Smart Speakers

Multi-App Automators



17



18

## Time Saver

# Videoticle

**Turns YouTube Videos  
Into Articles**



19

**Workers report  
checking work email  
3+ hours a day.**

**Where are they  
checking them?**

**Source: 2019 Adobe  
Consumer Email Survey**



20

## Which of these is the most frequent?

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



21

## 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%**



22

# Who has the most unread emails?



23

## Email Management




**Unroll.me**  
**Email**  
**Subscription**  
**Manager**



24

## Email Management


**followupthen**  
Email Scheduling  
Manager



25

## Email Management

**Gmail**  
The Most Awesome  
Email Tool



26

## Email Management

### Spike Chat-Based Email Tool

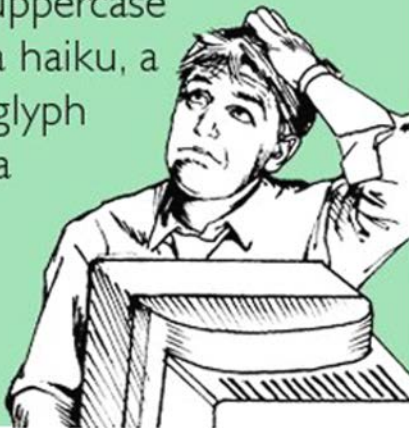


27

## 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



28

## 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**



29

## What is the best password practice?

- A** Change every 30 days
- B** Use complex passwords
- C** Create long passwords
- D** All of the above



30

## Password Management

**Have I Been  
Pwned?**

**Email and Password  
Checker**



31

## Password Management

**LastPass  
1Password  
Dashlane  
Bitwarden**

**Password  
Management Tool**



32

## Email Security

# **Burnermail & Email On Deck**

**Disposable  
and Fake  
Emails**



33

## Email Security

# **Gmail Trick**

**youremail  
+untrustworthy  
email  
@gmail.com**



34

## Meeting Management

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



**Source: Doodle State  
of the Meeting Report 2019**

42

## How Long to Respond to Meeting Request

- A** 6-12 minutes
- B** 6-12 hours
- C** 6-12 days
- D** 6-12 days after  
the meeting



43

## Meeting Management

# Comeet.me

Asynchronous  
Meeting Tool



46

## Meeting Management

# Adam.ai

# AgreeDo

Meeting Management  
and Agenda Tool



47

## Focus Tools

**How did the  
Pomodoro  
Technique get its  
name?**



50

## Focus Tools

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



51

## Focus Tools

# The Pomodoro Technique



52

## Focus Tools

# HOLD X

**Pomodoro, Task  
Management and  
Time Boxing**



53

## Stress Management

**How many messages  
can we process  
in times of stress?**

**Source: Stress Management Society**



54

## Stress Management

- A** three
- B** seven
- C** eleven





55

# Meeting Transcriptions

**Let's Otter!**

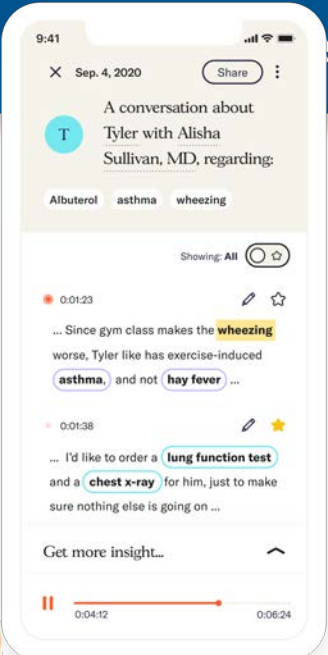

**AI Meeting Recorder**

56

# Meeting Transcriptions

**Abridge**  
**AI Medical Meeting Recorder**

57

## Audio Help

**Krisp**  
AI Audio  
Filter



58

## Stress Management

**WoeBot**  
**Intellect.co**  
AI Mental Health  
Counselors



60

## Stress Management

# Gratitude

1. Text someone
2. Share gratitude



61

## 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**



62

## Unanswered Calls

**A 94%**

**B 64%**

**C 34%**



63

## February 2021 Nationwide Robocall Data

CALLS PLACED

**4.6B**

PER DAY

**165.1M**

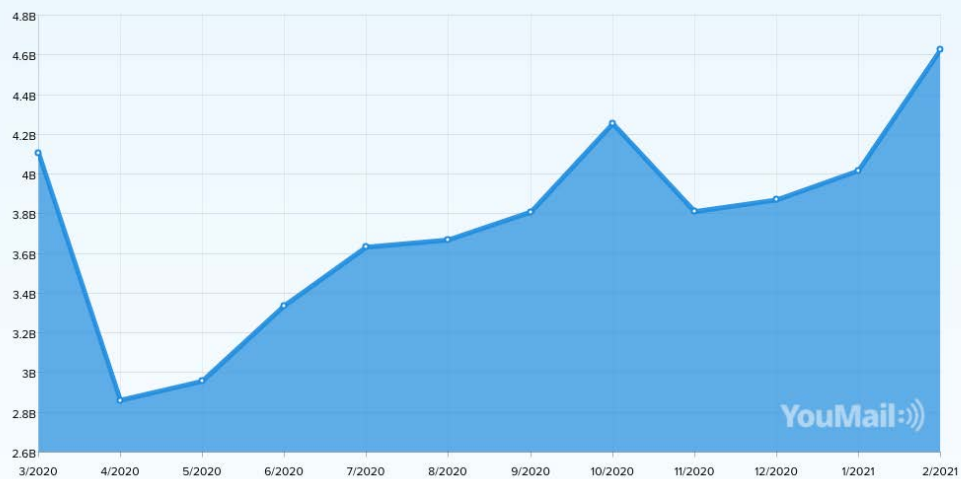
PER HOUR

**6.9M**

PER SECOND

**1.9K**

AVG. CALLS PER PERSON

**14.1**

64

## Robocall Help

Robocall Blockers

**YouMail**  
**Hiya**  
**RoboKiller**



65

When was “Selfie” the Word of the Year?

**A**

1997

**B**

2005

**C**

2013

**D**

2017



67

## Relationship Management

# Crystal Creepy Personality Tool

**Crystalknows.com**



69



INFLUENCER

**Beth Ziesenis** ✓

Head Nerd at Beth Ziesenis

ENTHUSIASTIC

OPTIMISTIC

VISIONARY


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

aversion to rigid structure



Beth tends to be decisive, forward-thinking, and spontaneous with a natural







70







## 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.







expressive' and high energy.  
 excellent social skills and is a naturally persuasive person. She is charismatic'



71







## 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.



friendly summary of your main points and important takeaways.  
 too much structure in the meeting may cause her to lose interest. Follow up with a

72

SHARE REPORT



## 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



73

### 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.



74

## 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.



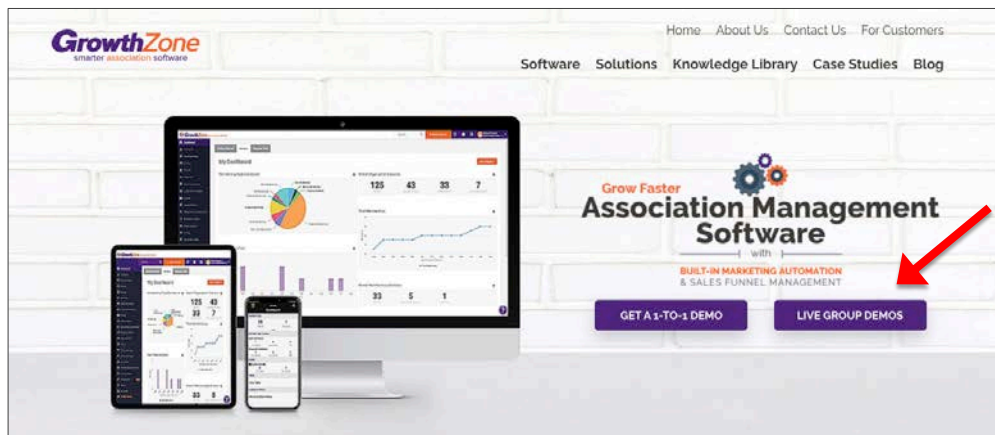
75



80

Join a live, online group demo.

growthzone.com



81



82