



Time Management in “The Cloud”

Using Google Apps for Time, Life
Work, Project, Task, People,
Calendar, & E-mail Management

Presented by
Randall (Randy) Dean

President, *Randall Dean Consulting &
Training, LLC*

A Leading Time Management/PDA Usage/E-mail &
Info Overload Training Firm

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Agenda of Program

- Why Google & Why Now?
- Getting Started
- Building Google Infrastructure
- Project/Task Management
- Calendar & Contact Management
- GMail Management Tips
- Mobile Sync

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Disclaimer: Too Much to Cover

- So much going on w/ Google apps
- I'm focusing on productivity
- Cannot possibly go into EVERYTHING in a short 1-hour program
- Recommend researching more

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Why Google & Why Now?

1. Capabilities finally here
2. Internet is “everywhere”
3. Not “device” specific
4. HUGE potential savings for independent workers/small businesses

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Steadily Built Up Capabilities

- E-mail
- Calendar
- Contacts
- Documents (or notes w/ Evernote?)
- Google Tasks and/or Project/Task Add-ons (3rd Party)

ALSO, Apps, Web & Mobile Integration!

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Google Not Device Specific!

- PC or Mac (Windows, Mac, or Linux!)
- BlackBerry, Droid, or iPhone (and iPad!)
- Local Coffee Shop, Library
- User Terminals at Airports/Hotels

Your info can be ANYWHERE – you just need a “gateway”

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Major Possible Cost Savings

- Microsoft Outlook = \$600+ per user
- Google around \$50 (OR LESS) per user
- Expect many small businesses and individual users will go here first (universities???)-- simple cost savings
- Corporate and Gov't will follow
- *May be driven by "elite" users in big companies/organizations*

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Google Apps Premier Edition Microsoft® Exchange 2007		
Up-front cost		
Total server hardware cost (\$5,000 USD per server)	0	10,000
Total Microsoft® Exchange software licensing cost	0	3,193
Configuration labor cost	1,335	2,583
Total up-front cost	\$1,335	\$15,776
Annual cost		
Google Apps Premier Edition licenses	500	0
Total infrastructure maintenance cost	0	2,298
Administration labor cost	2,802	31,804
Total annual cost	\$3,302	\$34,103
Total cost (over 3 years)	\$11,239	\$118,083
Annual cost per employee (over 3 years)	\$375	\$3,936
Annual cost per employee (over 3 years, excluding labor)	\$50	\$670
Print this report Try Google Apps free for 30 days!		

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Time is Ripe!



- I resisted due to lack of adequate project/task capabilities
- Also felt “Documents” capabilities were inadequate
- Now adequate to consider for serious business users
 - Still believe Outlook/Office is a bit better
 - But likely “overkill” for many users/firms
 - Device/platform specificity issues
- Having stuff “anywhere” is MAJOR advantage
- Easy sharing is another major advantage
- Need to think about Privacy/Security Issues

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Basics of Good System

- See the “Big Picture”, Key Goals, etc.
- Daily & Long-Term Calendar Management
- Daily Project/Task Management
- Managing Deliverables & Reminders
- Managing Contacts/Relationships
- Storing ideas for later/saving info for reference
- Managing/integrating e-mail communications

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Getting Started!



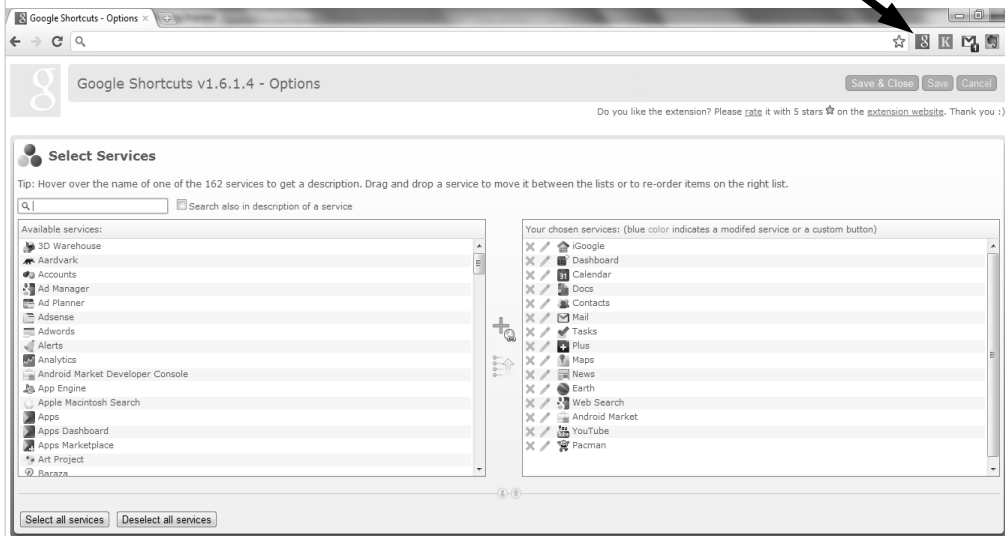
- Open a Google/Gmail account
- Pull in existing data (.csv files)
 - Calendar
 - Contacts
 - Tasks (3rd party?)
 - Notes?
- Bring in some “old e-mails”?
- Download Google Mobile for SmartPhone
- Set up “iGoogle” and Firefox for quick access

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The screenshot shows the iGoogle homepage with a search bar at the top and several widgets. The left sidebar includes links to Home, YouTube, Date & Time, Weather, Gmail, CNN.com, The Wall Street Journal, TwitterGadget, Facebook, NYTimes.com, NPR Topics, News, Wired Top Stories, CNET News.com, Sports Scores, SI.com, Google Calendar, Google Contact Manager, and LinkedIn Search. The main content area features a Weather widget for Lansing, MI showing 72°F and a Google Calendar widget for July 2010. The right sidebar includes a YouTube widget with a video titled "BE PART OF HISTORY" and a "Today's Spotlight Videos" section.

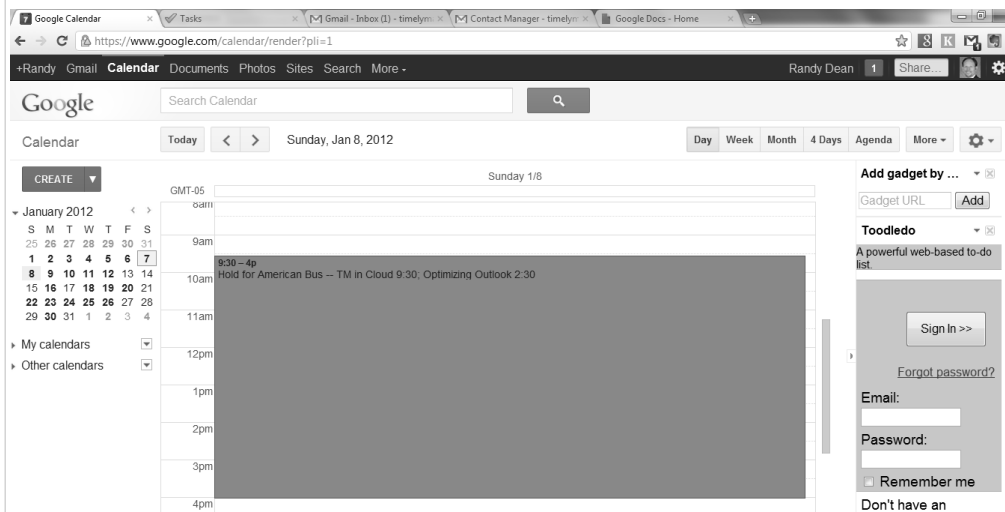
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Google Shortcuts for Chrome



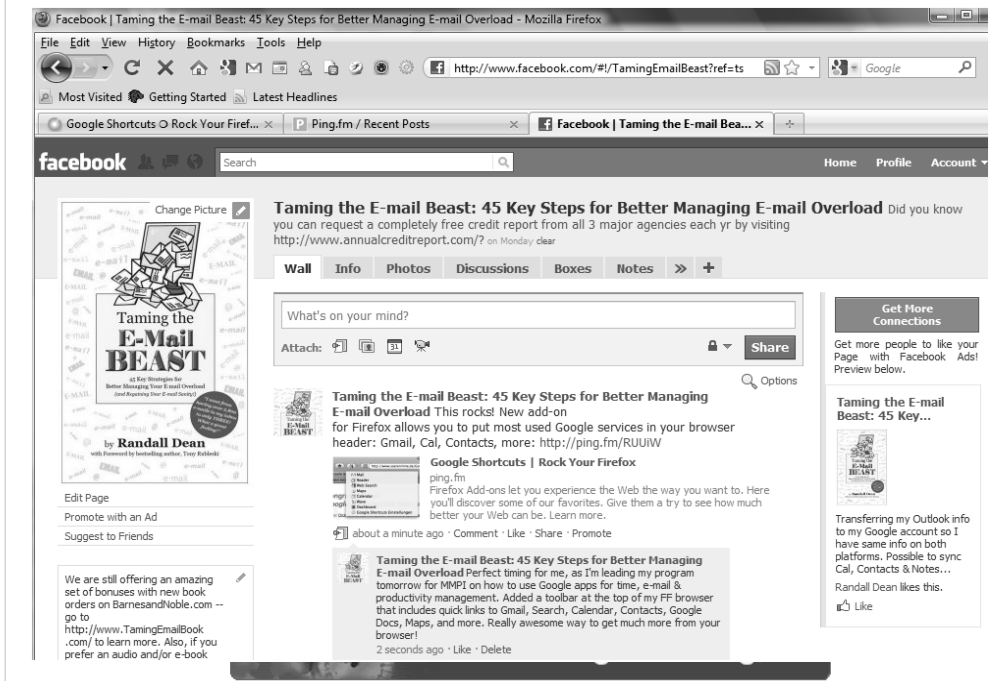
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... Turns Chrome into “G-Outlook”



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There is even an app for customizing your Firefox browser for your most used Google apps



Build Your Infrastructure



- Start w/ your “Current Projects” list
- Build file in Google Docs
- In rank order
- Shorter rather than longer (LESS is MORE!)
- One for work, one for home?
- Read quickly start of every day for FOCUS

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Google docs

[Show search options](#)
[Browse template gallery](#)

Create new

Upload...

All items

Owned by me

Opened by me

Shared with me

Starred

Hidden

Trash

Items by type

More searches

My folders

Business

Golf

Household

Interpersonals

Meetings

Personal

Folders shared with me

My folders > Personal

Share this folder

Refresh

Personal Lists for My Life Planning

Share

Move to

Folders

Delete

Rename

More actions

1-3 of 3

Last modified

Name	Folders / Sharing	Date +
EARLIER THIS MONTH		
Pack list for trip	Not shared	Jul 17 me
Personal Possibilities	Not shared	Jul 17 me
Randy Dean Priorities	Not shared	Jul 17 me

Randy Dean Priorities

Halle & Anna's Development/Family Responsibilities

Getting in Shape for Summer

-- Basketball

-- Golf

-- Yoga/Strength Training

Current Training Schedule

30-Minute Video (Randy, Todd?)

Book Marketing/PR

-- Public relations campaign -- radio/biz press (Randy)

-- Book Web Site (Mike)

Building Business -- Carol, Andrea, Angela, Diane

-- University programs (Intern)

-- Chambers (Intern)

-- County/City Govt's (Intern)

-- Corporate programs (Intern)

-- Law Schools (Intern)

-- Association programs

On the burner:

Open Enrollment Programs

Author/Speaker Training

Google docs Search Docs Search Templates [Show search options](#) [Browse template gallery](#)

Create new Upload...

All items
Owned by me
Opened by me
Shared with me
Starred
Hidden
Trash
Items by type
More searches

My folders
Business
Golf
Household
Interpersonals
Meetings
Personal
Folders shared with me

My folders > Personal Share this folder Refresh

Personal Lists for My Life Planning

Share Move to Folders Delete Rename More actions 1-3 of 3 Last modified

Name	Folders / Sharing	Date
EARLIER THIS MONTH		
Pack list for trip	Not shared	Jul 17 me
Personal Possibilities	Not shared	Jul 17 me
Randy Dean Priorities	Not shared	Jul 17 me

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Google docs Personal Possibilities Private to only me

File Edit View Insert Format Tools Table Help

Normal text Arial 11pt

Personal Possibilities List

- nachos to go
- redesign home office
- build tiered sun room
- build open bar on deck
- swimming pool
- La Jolla!
- visit Hudson Bay to see the Polar Bears
- mom's tv series
- skydive
- Colorado Trail -- Denver to San Juan Mtns.
- balloon ride
- parasail
- swim w/dolphins
- scuba
- visit Alaska
- dreamscape for kids
- grads tv show
- if you ask a better question
- wake up
- american yahoos/morons of america
- 3 sigma success
- use current students to sell guys guide
- tornado tour
- izoo lou & hary/s
- ProMoms
- market research
- vacation/retirement home
- purchase Mega-Memory system
- learn Spanish
- trip to the four corners.
- Artwork

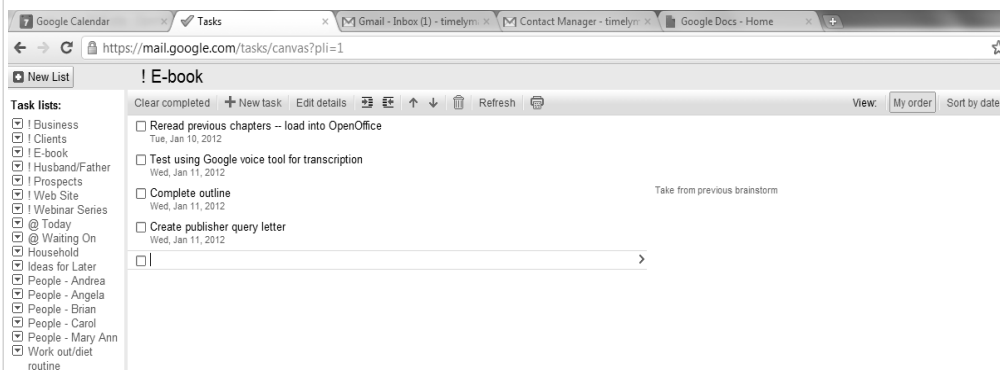
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Now, Start Tracking “Next Steps”

- Have at least one for EVERY current project
- Never “backtrack” on a project
- Google Tasks? I prefer ...
 - Toodledo or
 - Rememberthemilk.com
- “Next Steps” for Family & Friends?
- Capturing **Projects & Roles in Your Category List** Helps w/ Focus & Balance

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Google Tasks Improved



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Toodledo Home Page



Welcome, **timelyman**

☒ To-Do List

Sharing
 Scheduler
 Goals
 Files
 Notebook
 Statistics
 History
 Booklet
 Forums

Folders & Contexts
 Tools & Services
 Account Settings

Sign Out

Upgrade Your Account
Help & News

Privacy | Conditions
Copyright © 2006-2010

Jul 20, 2010 11:02 pm

☒ Organize Your Tasks

Use folders, subtasks, due-dates, priorities, tags, contexts, goals, notes, time estimates and other information to easily organize, search and sort through your tasks.

Task	Folder	Due Date	Priority
☐ Finish the proposal	Work	Jan 01, 2008	3 Top
☒ Organize my to-do list	Personal	No date	2 High
☐ Fix the leaky faucet	Chores	Oct 01, 2007	1 Medium
☐ Buy Groceries	Shopping	No date	0 Low
☐ Cream Cheese	No date	0 Low	
☐ Regis	No date	0 Low	

☒ Improve Your Productivity

Having a single place where all your to-dos are permanently stored and easily accessible will allow you to relax, knowing that you won't forget anything. Toodledo's hotlist, email and sms reminders, and sortable online to-do list will help you remember to complete tasks on-time.

For those of us who are **procrastinators**, Toodledo has a special tool that analyzes dates, priorities, time estimates, and other characteristics to create a customized schedule of the best use of your time.

☒ Go Anywhere

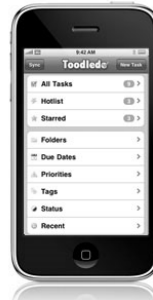
Always have your todo list at hand. You can get Toodledo on your mobile phone, in your email, on your calendar, in your RSS reader, via IM, and integrated directly into your web browser. You can even print up a special foldable booklet that will fit in your pocket.

☒ [Go To Your To-Do List](#)

Yes	No	Yes	Yes
No	Yes	Yes	Yes
No	Yes	Yes	Yes
Yes	Yes	Yes	No
No	Yes	Yes	No
No	No	Yes	Yes
No	No	No	Yes
No	No	No	Yes

Compared to the rest

See how we stack up to the competition.



iPhone™

Toodledo is now available on the iPhone.

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Welcome! [English \(US\)](#) ▼

Already a member? [Login](#).



remember
the milk

[Home](#) [Signup \(Free!\)](#) [Services](#) [Blog](#) [Help](#)

- ☒ Manage tasks from anywhere
- ☒ Get email, SMS, or IM reminders
- ☒ Share your tasks
- ☒ Access from your phone
- ☒ Manage tasks offline
- ☒ Use with Google Calendar
- ☒ Add tasks from iGoogle
- ☒ Sign up free!

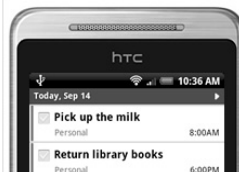
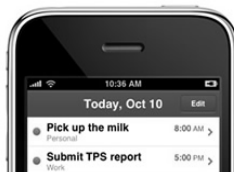
The best way to manage your tasks.
Never forget the milk (or anything else) again.

Signup Now!

Or, [take a tour](#)

for a free account

Available on the iPhone
App Store



Available on
ANDROID

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Toodledo app – LH column; RTM – RH column

The screenshot shows a Gmail interface with a Toodledo app overlay. The Gmail interface includes a search bar, a left sidebar with folders like 'Inbox (1)', 'Sent Mail', 'Drafts (1)', 'Spam', 'Clients (3)', 'Vendors', '25 more', 'Contacts', and 'Tasks'. The main area shows an email from 'SaaS Project Management' with a subject line 'SaaS Project Management - www.Forrester.com/SaaS - Learn Everything You About these ads'. The Toodledo app overlay is positioned in the center, showing a list of tasks. The tasks are: 'Welcome to Toodledo - Welcome t' (Jul 17), 'get together - Hey Randy Congrats' (Jul 16), 'AdWords June 2010 Account Pe' (Jul 9), and 'Weather Underground Signup - Gre' (Jul 7). The app also includes a 'Compose Mail' button, a 'Search, add, or invite' field, and a 'Hotlist' section. The bottom of the app overlay shows the text 'Add your Gmail inbox to the Google homepage.' and 'You are currently using 120 MB (1%) of your 7478 MB.'.

Tasks

- Add task e.g. TPS report 5pm
- Set task view here
- Overdue
- Today
 - Follow up w/ Dom about visit Today
- Later

Options **Refresh**

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Can go to either site to see list on full web page view

The screenshot shows the Toodledo web interface. The top navigation bar includes 'View By: Main | Folder | Due-Date | Priority | Sharing | Search | Calendar' and a 'Add a Task' button. The main content area shows a list of tasks sorted by 'Due-Date'. The tasks are categorized by 'Due Today' and 'Due Tomorrow'. The tasks are: 'Post results in Timely Tips -- Speaker Evaluations for' (Clients/Prospects, Today, None, 2 High), 'Create Group on LinkedIn and/or Facebook' (Mktg/PR, Today, None, 2 High), 'Get reprints for books, promotional pieces -- tri-fold?' (Mktg/PR, Today, None, 2 High), 'Complete PSC & send back to Mary -- RE: Outlook wor' (Clients/Prospects, Today, None, 2 High), 'Trim pine trees in play area & power wash play area for spi' (Household, Today, None, 1 Medium), 'Mike Scott changes to previous files' (Mktg/PR, Tomorrow, None, 2 High), 'Update formatting of Amazon Kindle version of Tamin' (Book, Tomorrow, None, 2 High), 'Contact U. Missouri, HNTB, & McCarthy Construction --' (Clients/Prospects, Tomorrow, None, 2 High), 'Send Edita description of Time Management for Man' (Clients/Prospects, Tomorrow, None, 2 High), 'Get recording rights back to NBTA following Andrea in' (Clients/Prospects, Tomorrow, None, 2 High), and 'Set up unique landing page -- Google Adwords' (Mktg/PR, Tomorrow, None, 2 High).

Task **Folder** **Due Date** **Repeat** **Priority**

Task	Folder	Due Date	Repeat	Priority
Post results in Timely Tips -- Speaker Evaluations for	Clients/Prospects	Today	None	2 High
Create Group on LinkedIn and/or Facebook	Mktg/PR	Today	None	2 High
Get reprints for books, promotional pieces -- tri-fold?	Mktg/PR	Today	None	2 High
Complete PSC & send back to Mary -- RE: Outlook wor	Clients/Prospects	Today	None	2 High
Trim pine trees in play area & power wash play area for spi	Household	Today	None	1 Medium
Mike Scott changes to previous files	Mktg/PR	Tomorrow	None	2 High
Update formatting of Amazon Kindle version of Tamin	Book	Tomorrow	None	2 High
Contact U. Missouri, HNTB, & McCarthy Construction --	Clients/Prospects	Tomorrow	None	2 High
Send Edita description of Time Management for Man	Clients/Prospects	Tomorrow	None	2 High
Get recording rights back to NBTA following Andrea in	Clients/Prospects	Tomorrow	None	2 High
Set up unique landing page -- Google Adwords	Mktg/PR	Tomorrow	None	2 High

Note ability to categorize by project name, due date & priority

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Can also view Task List by “Folder” (Project!) in Toodledo

Toodledo
Welcome, **timelyman**

View By: [Main](#) | [Folder](#) | [Due-Date](#) | [Priority](#) | [Sharing](#) | [Search](#) | [Calendar](#) ➕ Add a Task

All Tasks | **Starred** | **Hotlist** | **Recently Added** | **Recently Completed** | **Recently Modified**

145 To-dos sorted by Folder Collaborators ▾ Filters ▾ Sort ▾ QuickSearch ▾

Show Notes | [Open Dividers](#) Customize: Print

Tip: Did you know that in your [account settings](#) you can change the way tasks are displayed? You can choose from 'grid' or 'multi-line'. [Close tip](#)

Task	Folder	Due Date	Repeat	Priority
Waiting (1 collapsed items)				
Mktg/PR (30 collapsed items)				
! Business (24 collapsed items)				
! Household (14 collapsed items)				
Clients/Prospects (34 collapsed items)				
RD Consulting (1 collapsed items)				
Honeydew;! Husband/Father;Client (1 collapsed items)				
! Husband/Father (8 collapsed items)				
Angela;E-books;Internet Projects (1 collapsed items)				
Son/Brother (2 collapsed items)				
Book (3 collapsed items)				
Mike Webb;Book (1 collapsed items)				
Honeydew (3 collapsed items)				
Affiliate Programs (1 collapsed items)				
RD Web Site (1 collapsed items)				
Friend (1 collapsed items)				
Mktg/PR;Clients/Prospects (1 collapsed items)				

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Open the folder dividers and see tasks by date BY project

Toodledo
Welcome, **timelyman**

View By: [Main](#) | [Folder](#) | [Due-Date](#) | [Priority](#) | [Sharing](#) | [Search](#) | [Calendar](#) ➕ Add a Task

All Tasks | **Starred** | **Hotlist** | **Recently Added** | **Recently Completed** | **Recently Modified**

145 To-dos sorted by Folder Collaborators ▾ Filters ▾ Sort ▾ QuickSearch ▾

Show Notes | [Close Dividers](#) Customize: Print

Tip: Did you know that in your [account settings](#) you can change the way tasks are displayed? You can choose from 'grid' or 'multi-line'. [Close tip](#)

Task	Folder	Due Date	Repeat	Priority
Waiting				
☐ Dog needs a bath (Jana -- 6/20)	Waiting	Aug 16	None	2 High
Mktg/PR				
☐ Get reprints for books, promotional pieces -- tri-fold?	Mktg/PR	Today	None	2 High
☐ Create Group on LinkedIn and/or Facebook	Mktg/PR	Today	None	2 High
☐ Mike Scott changes to previous files	Mktg/PR	Tomorrow	None	2 High
☐ Set up unique landing page -- Google Adwords	Mktg/PR	Tomorrow	None	2 High
☐ Do test with Expedite? RE: list info	Mktg/PR	Jul 27	None	2 High
☐ Review and set up bonus -- schedule Timely Tips for /	Mktg/PR	Aug 01	None	2 High
☐ Upgrade to Espeakr Pro??? -- requested information	Mktg/PR	Aug 09	None	2 High
☐ Send Updated Taming E-mail Talksheet (DC/Chicago/)	Mktg/PR	Aug 20	None	2 High
☐ Use radio interview service? [HARO] Monday Afternoc	Mktg/PR	Aug 26	None	2 High

NOTE: Can VERY quickly “clone” tasks for those that repeat

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Who Owes You What???

MANAGE Your Deliverables!

- *Anything owed to you by anybody . . .*
- Track what is owed/date due
- Also track date you need to “bug”
- Difference between effective management and “micromanagement”
- Remember – YOUR due date is actually the BUG date

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View By: [Main](#) | [Folder](#) | [Due-Date](#) | [Priority](#) | [Sharing](#) | [Search](#) | [Calendar](#)

[Add a Task](#)

[All Tasks](#) [Starred](#) [Hotlist](#) [Recently Added](#) [Recently Completed](#) [Recently Modified](#)

266 To-dos sorted by Due-Date

[Collaborators](#) [Filters](#) [Sort](#) [QuickSearch](#)

[Show Notes](#) | [Close Dividers](#)

[Customize](#): [Grid](#) [List](#) [Print](#)

Tip: Did you know that in your [account settings](#) you can change the way tasks are displayed? You can choose from 'grid' or 'multi-line'. [Close tip](#)

Task	Folder	Due Date	Repeat	Priority
Due Today				
☐ Post results in Timely Tips -- Speaker Evaluations for /	Clients/Prospects	Today	None	2 High
☐ Create Group on LinkedIn and/or Facebook	Mktg/PR	Today	None	2 High
☐ Get reprints for books, promotional pieces -- tri-fold?	Mktg/PR	Today	None	2 High
☐ Complete PSC & send back to Mary -- RE: Outlook wo	Clients/Prospects	Today	None	2 High
☐ Dog Needs a Bath (Jana 7/24)	! Household	Today	None	2 High
☐ Trim pine trees in play area & power wash play area for spi	! Household	Today	None	1 Medium
Due Tomorrow				

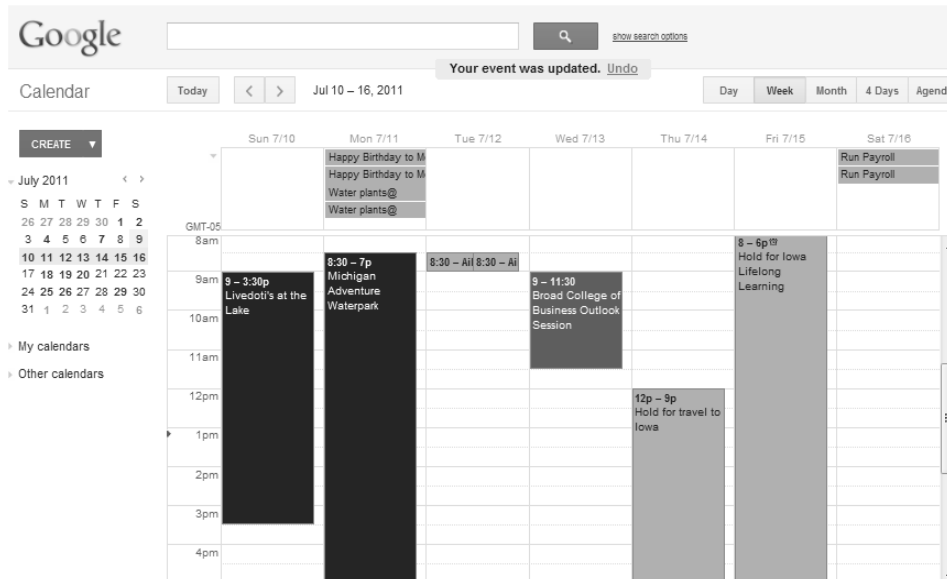
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Let's Talk Calendar!



- Get EVERYTHING in there:
 - Work
 - Personal
 - Meetings
 - Events
 - Project Time
 - Travel Time, etc.
- GOAL is to make good “macro” decisions

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[Back to calendar](#)

Broad College of Business Outlook Session

7/13/2011 9:00am to 11:30am 7/13/2011 [Time zone](#)

☐ All day ☐ Repeat...

Event details [Find a time](#)

Where [map](#)

Calendar

Description

Event color ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐

Reminders minutes

minutes

[Add a reminder](#)

Show me as ☐ Available ☒ Busy

Privacy ☒ Default ☐ Public ☐ Private

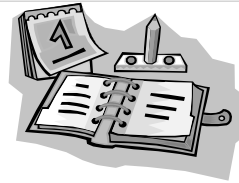
[Learn more about private vs public events](#)
[Publish event](#)

Add guests

Guests can ☐ modify event ☐ invite others ☐ see guest list

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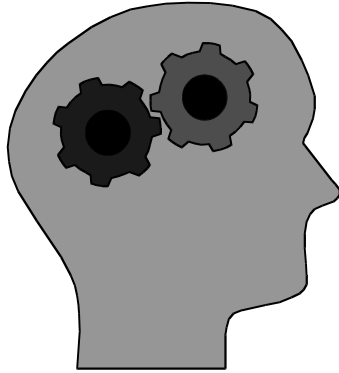
Quick Discussion on Recommended Daily Process



- Check “Priority Projects List” – Clarity on Priorities
- Check Calendar – How Much Time Committed?
- Check Task List – Right Priorities? Too Much?
- Check E-mail & Other Inputs
- Revise Task List to Fit Available Time
- Get to Work!!

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What's in Your Head???



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How About Some Useful Memos/Lists? (All in Google Docs?)



- “Priorities” Memo
- Possibilities Memo
- Staff Management Memos
- Meetings Memo
- Interpersonals Memo
- Many More!

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Other Useful Memos/Lists?

- Company/Firm Archive
- Staff Management Memo
- “Interpersonals”
- Personal Goals/Dreams List
- Shopping Lists
- Travel/Financial/Medical Archives
- Business/Personal Trip packing list
- Movies, Music, Books
- Gifts?
- Golf Club Shot Selector

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Here is a view of my “Golf” folder in Google Docs

Google docs [Show search options](#)
[Browse template gallery](#)

Create new

My folders > Golf Share this folder

1-6 of 6 Last modified

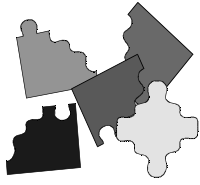
Name	Folders / Sharing	Date
EARLIER THIS MONTH		
Putting	Not shared	Jul 17 me
Choke-Up Full Swing Yardages	Not shared	Jul 17 me
Punches	Not shared	Jul 17 me
Pitches	Not shared	Jul 17 me
Chips	Not shared	Jul 17 me
Full Swing Yardages	Not shared	Jul 17 me

My folders

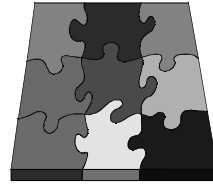
- Business
- Golf**
- Household
- Interpersonals
- Meetings
- Personal

Folders shared with me

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Putting it All Together



- Current Projects/Roles
- “Next Step” To Dos
- Waiting On’s . . .
- Calendar
- Memos/Lists
- Phone/Address Book

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Address Book Strategies

- More than just name, address, phone, fax
- Use as way to build stronger relationships:
 - Spouse/Kids Names
 - Directions
 - Quirky Habits/Behaviors
 - Contact Management Tracking
 - Your Own Personal VCF Card File to Attach?

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Find Contacts with Search Field

+ + Andrea Campbell Import | Export | Print

My Contacts 1500 Select: All, None Edit Groups Delete group

My Contacts (4)

- ☐ Andrea Campbell
- ☐ Jim (James) Liepold
- ☐ Jim Leipold
- ☐ Vivian Bowden

Search Results for 'Andrea Campbell'
4 results found in My Contacts

Friends	0
Family	1
Coworkers	0
Clients/Prospects	6
Friend	2
Hot Prospect	1
Mktg/PR	1
Prospect	3
Randy's	1
RD Consulting	1
Xmas List	1
All Contacts	1850
Most Contacted	20
Search Results	4

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Using "Notes" Field to "Track" Relationship

+ + Andrea Campbell Import | Export | Print

My Contacts 1500 Select: All, None Edit Groups Delete contact

My Contacts (4)

- ☒ Andrea Campbell
- ☐ Jim (James) Liepold
- ☐ Jim Leipold
- ☐ Vivian Bowden

Andrea Campbell
Assistant Dean for Admissions & Financial Aid, MSU College of Law
heatleya@law.msu.edu - Other
517/432-6824 x118 - Work
230B Law College Building
East Lansing, MI 48824-1300
Work - Map
Groups: Clients/Prospects
Email sent 7/27 - User
Reply 9/7/2004 - User
Follow up voice mail 9/16/2004 - User

Notes

- Left voicemail message 10/13/2004
- 10/21 Call from Andrea -- wants to schedule 2 sessions --one for staff and one for students
- 10/28 Return call -- has approvals -- will send dates within two weeks.
- 11/9 U. Pitt testimonials email
- Voice mail 11/17
- U. Pitt article 11/23
- Received possible date for staff -- 12/1/04 for 1/5/05
- Left voice mail -- 1/4/05
- Scheduled session for 2/2/05
- Conducted successful session -- discussed several other opportunities
- 2/11/05 -- left follow up voice mail

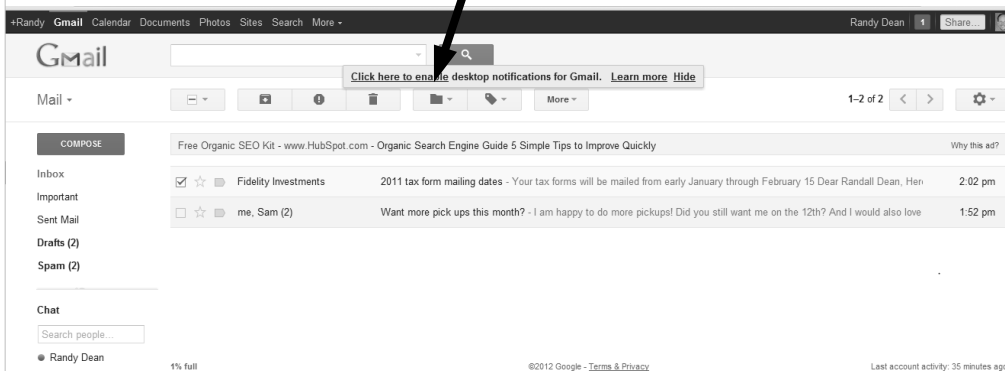
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Some Quick Tips for Managing “Gmail”



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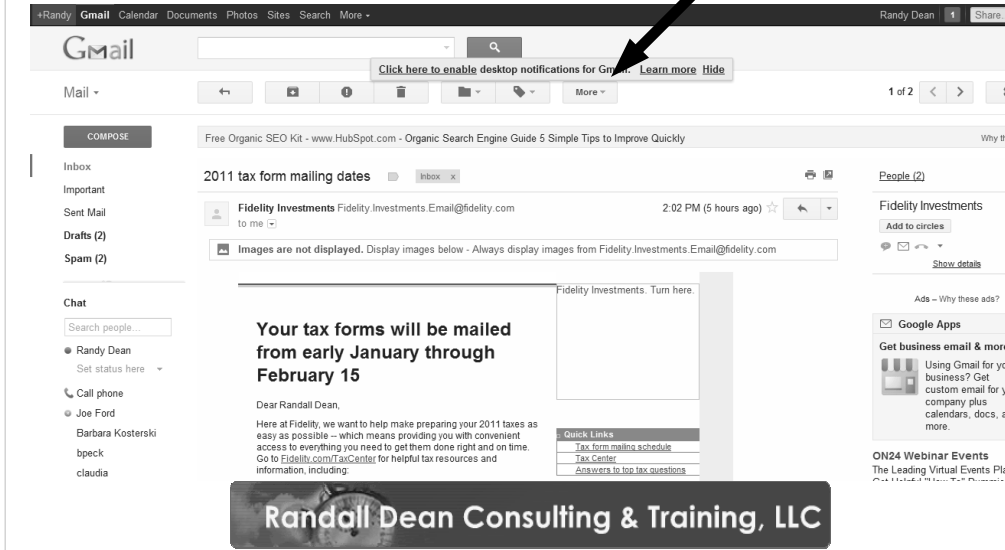
New Gmail release makes it easy to file in folders



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Can Even Convert to Tasks/Events!

Just open new e-mail
& click "More"



A Couple Gmail "Quick Tips"



- Send e-mail to Toodledo to make an auto-task
- Can use "Stars" to create tasks with RTM
- Go into "Settings" to set up Signature, Autoreply
- Use "Drafts" folder for frequently-sent e-mails
- Use "More Actions" to create calendar event/task*
- Entire series of Gmail Keyboard "Shortcuts" in "Settings"

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Final Thoughts:



- Lots of info to chew on here:
 - Pick the ideas/strategies that work best for you
- Build Your Google “Infrastructure” – download data from other sources, set up iGoogle & browser
- USE Your Fully Integrated Calendar/Task/Contact/Notes/Gmail system
- Integrate with Your Mobile Devices/Peripherals
- Continue learning/practicing/perfecting your use of time/software/Google Apps

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**“Be the change you wish to
see in the world.”**

– Gandhi

Other Randy Dean Programs

- Taming the E-mail Beast: Key Strategies for Managing Your E-mail Overload
- Optimizing Your Outlook: More Productivity for Busy Outlook Users
- Finding an Extra Hour Every Day: Time Management Technology Tips and Tricks for Busy Professionals
- Smart Phone Success: Getting More Productivity (and Fun!) From Your Smart Phone Devices
- “Killer Cool Apps”: A Short Program on the Best Productivity Apps for Smart Phones and Tablets
- Ending the Office Clutter: Getting Control of the Info Overload, “Stacks & Piles” at Your Workstation
- Managing and Leading Great Staff & Team Meetings

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Where to Get More Info:

- Randy’s New Book: ***Taming the E-mail Beast: 45 Key Strategies for Managing Your E-mail Overload***
- David Allen’s ***Getting Things Done***
- Google.com, IGoogle.com, Gmail.com
- ToodleDo.com
- RememberTheMilk.com

- <http://www.facebook.com/TamingEmailBeast>
- [@timelyman](http://www.twitter.com/timelyman)
- <http://www.linkedin.com/in/RandyDean>

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We're Done!!!



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