

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

Microsoft has responded to Google by creating Office 365 -- use this with appropriate apps to get your full Office productivity suite on your phones/tablets with sync.

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

Note: new BlueStacks app allows Windows tablet users to run an Android emulator on their devices -- yes, you can run Android apps on your Surface!

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")

BlackBerry not dead yet?
Coming out with new phone that can also run Android

Tasks

- Easy sync w/ BlackBerry
- Tricky for Outlook users on Droid & iPhone
- On Exchange? Touchdown for Droid; TaskTask for iPhone (Or Office 365)

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

Google now has a much better Task screen and related task apps

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 recommending Dashlane for those new to tracking passwords

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 --> Google has recently disabled QuickOffice for new downloads -- has replaced with Docs, Sheets, and Slides (each standalone apps)
 - 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)
- iCloud, Microsoft Cloud, and Google Drive are also cloud storage options worth considering

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!!!

Reference Apps

- Wikipedia & AskWiki
- Encyclopedia Britannica (paid)
- Dictionary & Thesaurus apps
- White Pages (full app-based phone book)
- WolframAlpha
- Google Earth
- Major News Apps (TV, newspaper, etc.)
- Language/Translation Apps (check out Google **Translate!**)
- Specific Reference apps (what's your interest?)

- 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 -Google+ Flipboard very cool social/news aggregator app -- especially for tablets
- Twitter (& Seesmic) Doggcatcher good app for finding podcasts
- LinkedIn
- FourSquare -Instagram
- 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) - Postagram!
- Hipmunk, Kayak, Triplt, FlightView, GasBuddy
- (Area of opportunity for your firm?)

Just really cool ...

- Kindle app (and Audible)
- Spotify, Pandora, Slacker, Radio.com, TuneIn Radio etc.
- Google SkyMap, Go SkyWatch & Apple StarWalk
- Netflix, Amazon Prime & HuluPlus
- ScoreMobile (sports scores, favorite teams)
- MyTracks
- Bump

Pocket app allows you to keep docs and files at your fingertips that you would like on phone/tablet

Pushbullet allows you to easily share files between devices

- 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.

Contact Randy: randy@randalldean.com * 517-896-6611 * <http://www.randalldean.com>

Configuring Your Smart Phone/Tablet for True Mobile Productivity

By Randy Dean, MBA – The "Totally Obsessed" Time Management Technology Guy

(As featured in his August 2012 *Timely Tips* E-Newsletter – see information on how to subscribe below.)

This month, I would like to share with you some of the key aspects in my very popular new program on **Smart Phone Success & Terrific Tablets**. In this program, I basically share how you can set up a tablet or smart phone to be a really powerful productivity tool (and not just a Words With Friends or Angry Birds game player!)

When I built this program, I looked at the basic productivity configuration I had on my business laptop, and then compared it to the many popular apps and the basic configuration of my smart phone and tablet devices. And, I discovered, with a bit of tinkering and a few app uploads, I could easily make my smart phone and/or tablet a nearly complete surrogate for my business laptop. Here's how:

- 1. Get the most basic productivity functions installed --** e-mail, calendar, contacts, tasks, and notes on your devices. I have apps on my smart phone and tablet that give me separate access to my work e-mail, personal e-mail, and junk/spam/internet e-mail accounts. I also have the Google calendar app, the contacts app, a task app, and Evernote for my notes. Effectively, this emulates Microsoft Outlook and syncs nicely with the Google productivity suite.
- 2. Get an MS Office-compatible document creator --** I'm using Quick Office Pro but Documents to Go and others give you the ability to create office-compatible documents. Google Docs on Google Drive may be a very good free option too.
- 3. Download the Adobe Reader app and possibly a PDF creation app.** This way, you can not only read PDFs, but possibly create them when needed. The CamScanner app even gives you the ability to create PDFs of documents by using your smart phone or tablet camera – WOW!
- 4. Get a cloud storage account to have a location to save your documents and media files.** iCloud, Google Drive, DropBox, Box.com -- even Evernote -- can act as locations where you can store and save your files of all types so you can access them when/as needed. (This will also keep you from using up all of the available memory on your device -- the cloud becomes your "hard drive"!)
- 5. You already have a browser with web search capabilities -- you are good there!** You also have media playing/streaming capabilities. These are usually built right in, although sometimes you can find cool apps that can enhance these capabilities.
- 6. Consider a scanning app like CamScanner to scan hard-copy documents and quickly/easily convert to PDF** (then save to the cloud!)
- 7. Put shortcuts to all of these apps on one or two of your "home screens" on your device** – make this your **"productivity panel"**, and, if possible, make this the default screen that your device typically opens first (NOT the "Games" or "Social Media"

panel!)

8. Strongly consider getting a Bluetooth or connected keyboard option for your device, and a wifi-enabled printer connected to your router. With these two devices, you can type ten-finger speed when creating documents or e-mails, and then seamlessly print from anywhere. (And play with the voice-to-text capabilities being offered by Google on their Droid phones and Apple with Siri – maybe you can talk instead of type many of your messages, documents, etc.!))

Let's add this up: e-mail, calendar, contacts, tasks, notes; document and spreadsheet creation; PDF reading and creation; document and file storage; web browsing/search and media playing/streaming; document scanning; and ten-finger typing (as well as voice-to-text and touch screen!), and seamless printing. You no longer have a smart phone or tablet -- *you have a fully functional laptop computer in smart phone or tablet form!* And you could do all of this over the holiday weekend, with plenty of time to spare!

Of course, I go into much greater detail on this basic productivity configuration as well as much more deeply discuss many of the most popular productivity-related apps in the communications, travel, finance, health and wellness, media, and other genres in my full program on this topic (if you'd like to see a brief video I created that shares what the *Smart Phone Success* program covers, visit here: <http://youtu.be/goODYN7ghLs>), but this brief article gives you the "gist" of how you can configure your device for true mobile productivity. Have at it, and share with me the fruits of your labors.

Randy Dean, MBA, The "Totally Obsessed" Time Management Technology Guy has been one of the most popular expert speakers on the conference, corporate, and university training and speaking circuit for several years. The author of the recent Amazon e-mail bestseller, *Taming the E-mail Beast*, Randy is a very popular and engaging time, e-mail, and technology management speaker and trainer. He brings 22 years of speaking and training experience to his programs, and has been very popular with programs including *Taming the E-mail Beast*, *Finding an Extra Hour Every Day*, *Optimizing Your Outlook*, *Time Management in "The Cloud" Using Google and Other Online Apps*, and, of course, *Smart Phone Success & Terrific Tablets*. Learn more at <http://www.randalldean.com>.

You have permission to reuse, reprint, and/or edit this article for space if you include the paragraph above.

NOTE: You can subscribe to Randy's monthly **Timely Tips** e-newsletter – where he features one time-saving tip and one smart phone/tablet featured app each month – by simply sending him an e-mail at randy@randalldean.com and putting "Timely Tips please" in the subject line.

You may also want to check out or even subscribe to **Randy's YouTube Channel** at <http://www.youtube.com/user/JanaRandyDean> where he often posts some of his favorite technology tips, snippets from program sessions, info about popular programs, and more.

You can join Randy on LinkedIn at <http://www.linkedin.com/in/randydean>

You can follow Randy on Twitter at <http://www.twitter.com/timelyman>