PACS
Windows Tips & Tricks SIG

SIG Leader: Mike Smith

Host of the Mike Tech Show podcast

http://miketechshow.com

miketechshow@gmail.com

Topic schedule

- Today – Organizing your digital life

- Email me your suggestions for next season's presentation topics.

Today's Agenda

- Organizing your digital life
  - Get control of your email
  - Calendar management
  - Organize your tasks
  - Organize your notes
  - Organize your photos
  - Organize your files
  - Organize what you read
  - Organize your browser bookmarks
  - Organize your social media
  - Organize your finances

Get control of your email

- Stop "checking" your email – "process" it instead. When you read an email, do something with it immediately.
  - Delete/Archive
  - Do
  - Delegate
  - Respond
  - Defer

Calendar management

- Your main calendar
- Shared calendars
- Public calendars
- Sync with mobile devices
  - (i.e. iCloud – http://icloud.com)

Organize your tasks

- Remember the Milk - http://www.rememberthemilk.com/

- Google Tasks - http://mail.google.com/mail/help/tasks/

- Nozbe - http://www.nozbe.com/

Organize your notes

- Evernote – http://www.evernote.com

Organize your photos

- Shutterfly - http://www.shutterfly.com/
- Picasa - http://picasa.google.com/
- Flickr - http://www.flickr.com/
- Facebook - http://www.facebook.com/
- SmugMug - http://www.smugmug.com/

Organize your files

- Online
  - Google Docs – http://google.com/docs
  - DropBox – http://dropbox.com
- Local
  - Copernic Desktop Search Home
    http://www.copernic.com/en/products/desktop-search/home/index.html
  - Locate32
    http://www.locate32.net/

Organize what you read

- Google Reader (Web)
  - http://google.com/reader
- BlogLines (Web)
  - http://www.bloglines.com/
- FeedDemon (Windows)
  - http://www.feeddemon.com/
- NetNewsWire (Mac, iOS)
  - http://netnewswireapp.com/

Organize what you read

- Feedly (Web, iOS, Android)
  - http://www.feedly.com/
- Pulse (Web, iOS, Android)
  - http://pulse.me/
- Flipboard (iPad)
  - http://www.lifehack.org/articles/technology/flipboard.com
- News360 (iPad)
  - http://news360app.com/

Organize your bookmarks

- Xmarks - http://www.xmarks.com/

Organize your social media

- Organization – Google Docs
  - https://docs.google.com/
- Implementation – Hootsuite
  - http://www.hootsuite.com/
- Monitor – sproutsocial
  - http://sproutsocial.com/
- Other help - Twitter – TweetDeck
  - http://www.tweetdeck.com/

Organize your finances

- Online banking
- Mobile Apps
- Mint - http://www.mint.com/
- Free Software
  - GnuCash - http://www.gnucash.org/
  - Money Manager Ex - http://www.codelathe.com/mmex/

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Q & A

- Thank you

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  - **Email me questions or suggestions miketechshow@gmail.com**