

**Smart Phone Success &
Terrific Tablets:
*Getting More Productivity
From Your Devices***



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PLEASE, at this time ...

Keep your phones ON!

(but turn off the ringer).

Remember When???

“Old School” probably still relevant, but needs updates

- Laptop ...
- ... with docking station
- ... and large 2nd monitor
- ... and air printer
- ... with scan/copy/fax capabilities
- ... and maybe cloud storage/backup?
- Phone/Voice/Video system to support

“Old School” probably still relevant, but needs updates

- And classic software tools ...
- E-mail/Calendar/Tasks/Contacts
- Database/CRM
- Document/Spreadsheet/Presentation
- PDF creation/editing
- Audio/video/web site creation/editing
- Web search
- E-fax tools? Cloud storage/backup?
- Moving on to your peripheral devices (phones/tablets) ...

The Original Four Buttons



Flash Forward Nearly 20 Years

- Blackberry w/ live e-mail & phone
- iPods and then iPhones
- Android on it's heels
- App Stores (nearly a million!)
- Tablets & "Phablets"
- 4G & Cloud Computing
- Microsoft making a comeback
- ... but, do you need a laptop???



The Original Four Buttons



Your Center Productivity Panel

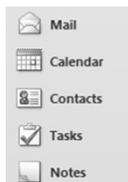


THIS is our reality, and it is changing FAST.

How do you find productivity (and limit distraction) in this "smartphone reality"?

First, go back to basics:

- E-mail
- Calendar
- Contacts
- Tasks
- Notes



**Google????
Office 365????**

E-mail:

- integration w/ work e-mail critical
- using Outlook?
 - E-mail should be seamless
 - Separate work from personal
- take a good look at Office 365?
- apps available for online cloud-based e-mail: Gmail, Yahoo, Web Outlook more

Calendar & Contacts

- auto-sync w/ iPhone
- requires Google sync app download for Droid w/ Outlook or Office 365 
- want to consider posting both Calendar and Contacts to cloud app
 - can then access anywhere
- professional & life contacts to Facebook/LinkedIn/G+/Twitter? ("Sticky")

Tasks

- ... on Exchange/Office 365?
- Wunderlist (now owned by Microsoft) has become Microsoft ToDo
 - Touchdown for Droid & iOS
 - Tasks & Notes
 - TaskTask for iOS
 - Todoist
 - Also, just turn on "Reminders" in iPhone

Not Using Tasks in Outlook? PLENTY of Options

- I really like ToodleDo & TickTick – browser-based on PC or Mac, but synced apps for tablet and/or smart phone
- Using Google Tasks? Several syncing apps with online Google Tasks account (GTasks, GoTasks, Google Tasks Lite, etc.)
- Several other solid task apps – do some research to find one right for you
- Simple option for Outlook users: e-mail photo of daily tasks BACK to phone when away from Outlook using Snipping Tool

Key need:

Can you get current access to your e-mail, calendar, today's tasks, and important contacts?

Notes:

- handy to have access to many useful notes/reminders
 - Company/Staff info
 - Shopping Lists
 - Travel numbers/sites
 - Even passwords and private info
 - (Best "Happy Hours" & Golf Yardages)
- better in your phone than in your head!
- used to teach on Outlook, but now...

Plenty of Options for Notes: OneNote, Keep, Evernote

- Key point is to get reference info at your fingertips whenever needed
- Primary goals list
- Bucket list
- "Interpersonals"
- Meetings
- Shopping, Travel, Packing Lists, etc.
- Conversation Tracker?

Passwords and Private Info?

- need a "password keeper" -- one master password for access to all accounts, passwords and log-ins
 - I also use for highly personal information – stuff I don't want “on the cloud” or my work computer!
- need to download for iPhone & Droid
 - using UPM on Droid
 - wife is using My Eyes Only on iPhone
 - Dashlane???

Now that have basics, what else for standard productivity?

- Office docs reader/editor (Word, Excel, etc.)
 - Can get full or limited Office for phones/tablets
 - Google Docs, Sheets, and Slides
 - DocumentsToGo & OfficeSuitePro
 - Prezi? ClearSlide?
- Adobe Reader for PDFs
- Box, DropBox, Google Drive, MS OneDrive, iCloud, etc.
- Search tool for web
 - I use Google search and Google Voice Search
 - Siri is pretty sweet for iPhones!
 - (Why Google is happy w/ Siri)

Something Siri-ously Silly ...



Productivity Peripherals

• Productivity Peripheral Devices/Services?

- Internet Tethering/WiFi Hotspot capabilities
- WiFi Printer/Copier
- Bluetooth keyboard for iPhone/iPad
 - Both allow phones/tablets to effectively act as standalone laptops
- Phone docking station/bluetooth allows me to "port" my phone screen/apps/games to large screen TV/projector and/or my car speakers



Peripherals Continued ...

• LogMeIn app??? (Pretty amazing [especially for tablets], but a bit expensive)

- JoinMe Viewer (allows for cross-device screen sharing) Hangouts, ZOOM
- GoToMeeting, WebEx, etc.



• Your VPN is more secure

• Coordinated Tablet device???

- Great potential synergy here

• Bluetooth/corded "radio" charger



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!!!*

Before we go to the app store ...

- A quick discussion on device memory
- Learn from my mistake ...
- And let's talk power too ...

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 (BOY SCOUT MOTTO!)
 - iPhone – Power “Cases”
- Which apps are power hogs? Manage them!
 - WiFi, GPS, Data Service, Music/Video, etc.
 - Close apps you are not using – devices are just like computers – too many will slow down/crash

Extended Productivity

- Reference/News
 - Communications
 - Scanning/Search/PDF
 - Online Shopping/Search
 - Financial Management
 - Social Networking
 - Travel Management
 - Health & Wellness
 - Just Really COOL!!!
- Time to go to the App Store!!!*

Reference/News

- Wikipedia & AskWiki
- Encyclopedia Britannica (paid)
- Dictionary & Thesaurus apps
- White Pages (full app-based phone book)
- Zip Code Tools & Instant Area Codes/Area Code Tracker
- WolframAlpha *Tons of Knowledge
At Your Fingertips*
- Google Earth, Maps, Moon, Mars, etc ...
- Major News Apps (TV, newspaper, etc. CBSN, Bloomberg favorites right now – full stream – Skimm?)
- Language/Translation Apps (check out Google Translate!)
- Specific Reference apps (what's your interest?)

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!
- NEW! Tunity – get audio from nearby playing television through your headphones

Scanning/Search/PDF

- Google Search widget, Bing, even Siri
- OfficeLens/Scan to PDF Free (turns phone into auto-scanner/PDF creation device)
 - Related CamCard for biz cards
- Barcode Scanner (search QR & bar codes)
 - Grocery IQ (synced shopping list -- multiple stores -- between multiple users)
 - Keyring – all store loyalty cards in one app!
 - Shipt?
- A Quick Note About App Selection:
 - Comparison shopping/app insanity
 - 4 stars, many reviews, tons of downloads!
 - Have become a big fan of Amazon Prime

Financial Management

- Mint.com? Your bank app is probably best
- Square and other E-commerce apps
- Expensify (take pictures of and auto-categorize receipts, download from CC)
- AMEX receipt manager
- Bloomberg Mobile (market/investing news/feeds)
- Credit Union? CoOp Network
- Even an app for finding ATMs!!!

Social Networking – Wait a Minute!

- Facebook
- Twitter
- LinkedIn
- Google+
- Flickr (lots of cool photo apps)
- Instagram
- StumbleUpon
- Pinterest
- Flipboard is pretty cool! & Doggcatcher for Podcasts
- So Many Others!!

***“Smart Phones often make
for stupid people.”***

Smart Phone Sanity

- Manage Your Attention – Own Your Device!
 - Check notification settings – phone, text, social, apps, etc.
 - *See which apps are distracting you – adjust their settings!*
 - *Consider special ringtones/notifiers – most and LEAST important people*
- Put it away if you really need to focus
 - Consider who you give your number/text
 - *Technology should be an enabler, not a disabler or distractor*

Travel Management

- GPS (my preference is Google Maps which now incorporates Waze)
 - Poynt & Yelp (takes current location and provides nearby weather/shopping/restaurant/gas options)
- MapQuest, HERE also good for location search (HERE also works offline!)
- Air & Hotel Apps (Provided by many major firms)
- Hipmunk, Kayak, Triplt, FlightView, GasBuddy
- Carrr Matey!
- Postagram
- (Area of opportunity/necessity for your firm?)

Health & Wellness

- WebMD, ITriage
- Weight Watchers (my wife loves it)
- MyTracks & Map My Tracks (track mileage, elevation, speed)
- MyFitnessPal, Sworkit
- Losethebelly, Couch to 5K, FitBit apps
- Evernote “Doctor’s Diary”
 - Track conditions, medications, procedures, allergies, etc.
- Epicurious, Fooducate, etc.

Just Really Cool ...

- Bump
- Kindle app (and Audible)
- Spotify, Pandora, Slacker, Radio.com, TuneIn Radio, iHeartRadio, etc.
- Google SkyMap, Go SkyWatch & Apple StarWalk
- Netflix, Amazon Prime, JetFlicks & HuluPlus
- ScoreMobile (sports scores, favorite teams)
- WolframAlpha (other "ed" Apps)
- Instagram, GorillaCam, other photo apps
- Percent (for tips)
- Uber

Even More Apps!

- Zip Code & Area Code Finders
- Public Transit Apps
- Real Time Traffic Apps
- Circle app (find nearby friends)
- Square & Stripe (credit card device and app)
- Prezi (cool presentation tool for Ipad)
- IAnnotate (PDF reader/write comments)
- Numerous handyman apps (level, measure, angles, etc.)
- Shazam & SoundHound
- Nature Sounds/Relaxation apps
- OpenTable (dinner reservations)
- iPhone Secrets app
- Fireplace (and other nature sounds) apps

What are your favorite apps & tools???

Send me a note at randy@randalldean.com with your faves!
I'll post on the related program web pages.

Interested in this or another program for your team?
Contact Randy Dean @ randy@randalldean.com
