



# FRANK BUCK

## CONSULTING, INC.

"Organization Made Easy"

# Technology Tips & Shortcuts



## ***What You Will Learn in This Session***

Thank for your interest in this session and for taking the time to download the handout. The handout will serve as an outline and provide clues to the important concepts.

Technology is designed to make our lives easier. We can all point to examples where things that plug into walls have saved us time, helped us perform tasks more efficiently, and do easily those assignments that would be have too complex or time-consuming to do otherwise.

Technology changes rapidly. Improvements occur faster than we can keep up with them. Some changes are big. Others are little.

However, little things are big things when they involve a technique we can use every day. A single tip, a single shortcut, can be a huge productivity boost.

This “nuts-and-bolts” session provides just the sorts of tips and shortcuts which you can implement immediately.

Print this handout and bring it with you to the session. You can take notes, jot questions for follow-up, and start writing down your ideas for how you can implement what you learn.

1. Ouch! I didn't mean to close that tab. Here's how to get it back.

## ***Shift Ctrl T***

2. Minimizing and maximizing these windows is a pain! How can I see both images at once?

***Windows ← and Windows →***

***Or Dual Monitors***

3. Seems like I answer this same question over and over. There must be an easier way.

***Auto Text Expander for Google Chrome***

4. I don't need to capture the whole screen. I just need to capture *that*.

***Snipping Tool***

5. Information everywhere and I have to organize it. Help!

***Google Forms***

6. This file is *too big* to email. What do I do now?

**[WeTransfer.com](http://WeTransfer.com)**

7. “I didn’t get that email.” (Oh yes you did.)

**[Sidekick by Hubspot](http://Sidekick by Hubspot)**

8. Ending “Email Ping-Pong”

**[assistant.to](http://assistant.to)**

9. Alert! Have you seen them in iNOW?

***Home Portal → Parent Subscribes***

***Management Console → Alerts → Send alerts***

10. A browser start page that’s worth something

**[igHome.com](http://igHome.com)**

## **FOLLOW-UP: GROWTH PARTNER**

Someone I can call:

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The first question I will ask my growth partner:

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Attending an event is one thing. Implementing what you heard is another. We enjoy events which motivate us and provide good ideas. The feeling of euphoria, however, can evaporate the moment we step back into the demands of our busy lives.



Real change begins *after* the event. It happens when we decide what we are going to *do* about what we heard. It happens when we chart “*next steps*” which transform good ideas from the realm of “what could be” into practices which make us more productive every day for years to come.

It all starts with my website. Visit [FrankBuck.org](http://FrankBuck.org). Social media provides an effective means of *follow-up*, a necessary ingredient for professional development “to stick.” Here are several ways you can make sure the latest information comes straight to you:

- Read some posts from the blog to get a flavor of what you will find. You are able to search a decade of content. If you have questions about it, I have probably written about it.
- While you are at the blog, you can subscribe, so that future posts come straight to your email.
- You will see a link to subscribe to my newsletter, which will also come directly to your email.
- Follow me through social media. You will see the various social media icons at the top of each page on my website.
- Read the book. *Get Organized!: Time Management for School Leaders* covers everything from this session and much more. You can order from [Routledge](http://Routledge) or [Amazon](http://Amazon).

