

# SmartPA<sup>®</sup>

BE MORE PRODUCTIVE

**Deb Mason**



# What are we covering?

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**HOW ARE YOUR TIME MANAGEMENT SKILLS?**



**WHICH STRATEGIES ARE MOST EFFECTIVE FOR MANAGING YOUR TIME**



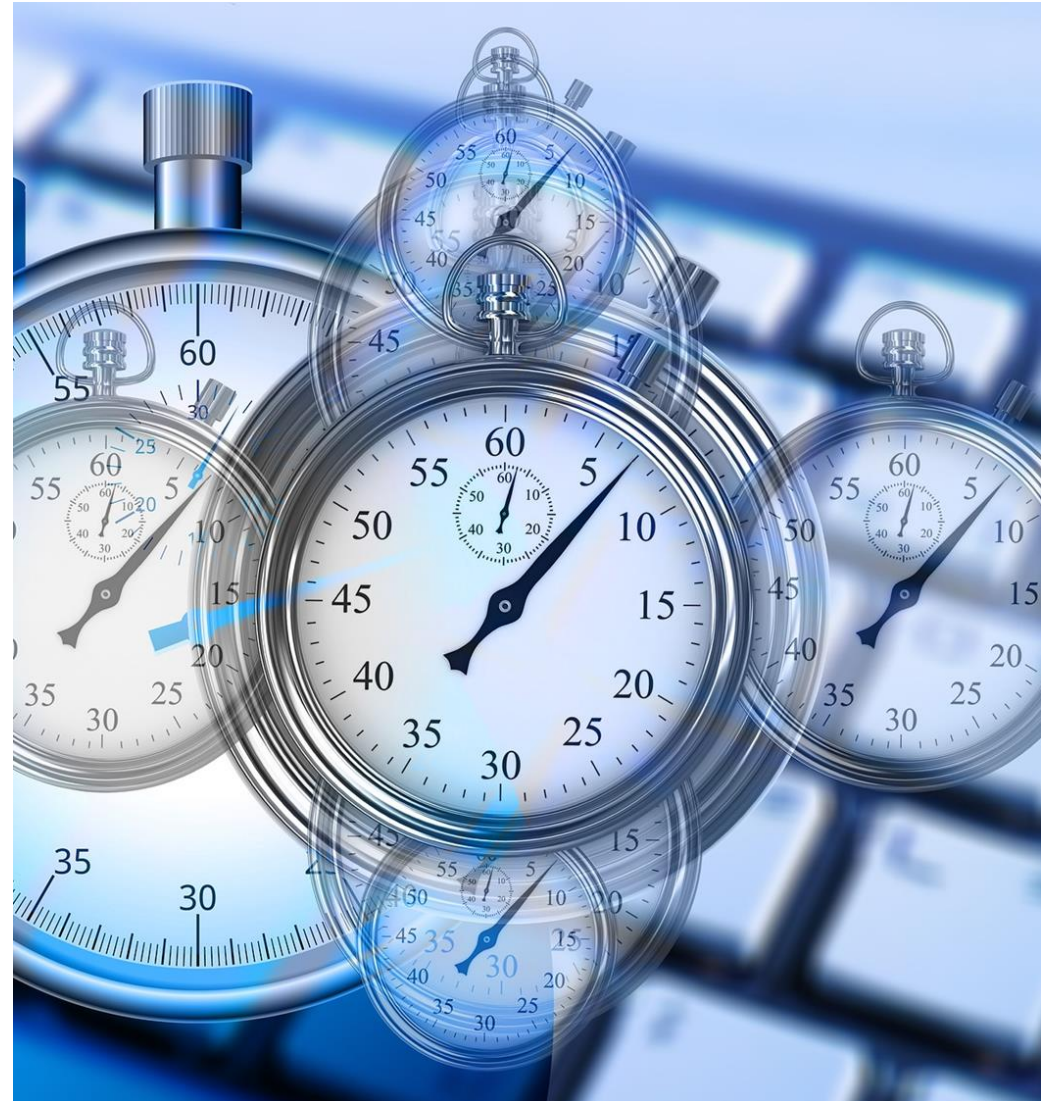
**TOOLS AND APPS FOR PRODUCTIVITY**

# What is Time Management?

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**Time management** is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.

It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time.

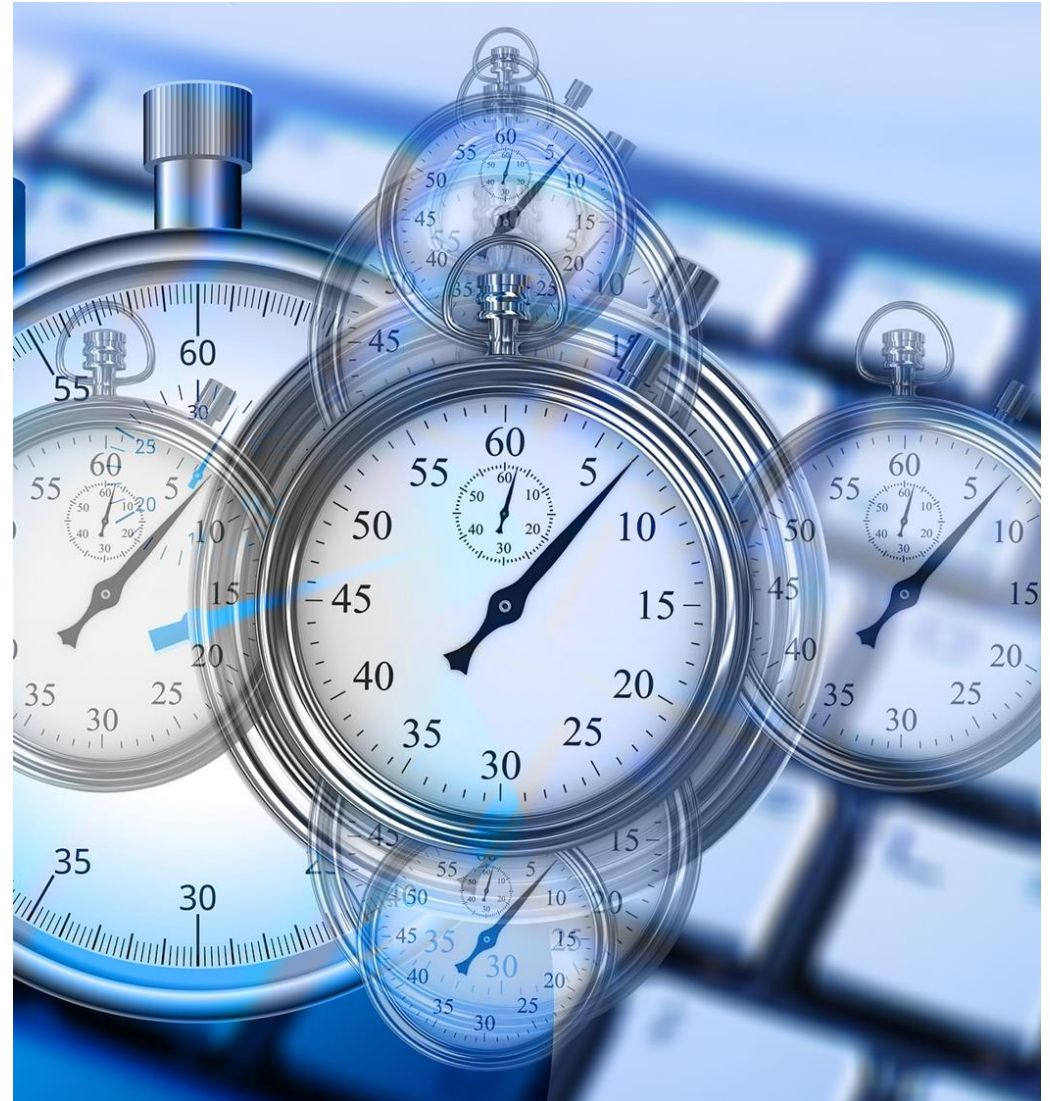


## Which strategies are most effective for managing your time?

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By incorporating some, or all of strategies below, you can more effectively manage your time.

- Use a **Planning** Tool. ...
- Get Organised. ...
- Schedule Your Time Appropriately. ...
- **Delegate**: Get Help from Others. ...
- Stop Procrastinating. ...
- Avoid **Multi**-tasking. ...
- Stay Healthy.



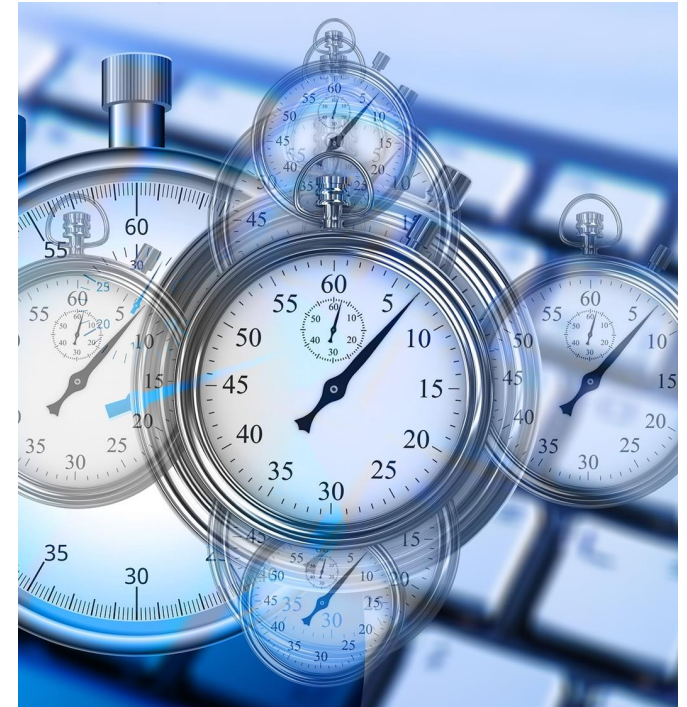
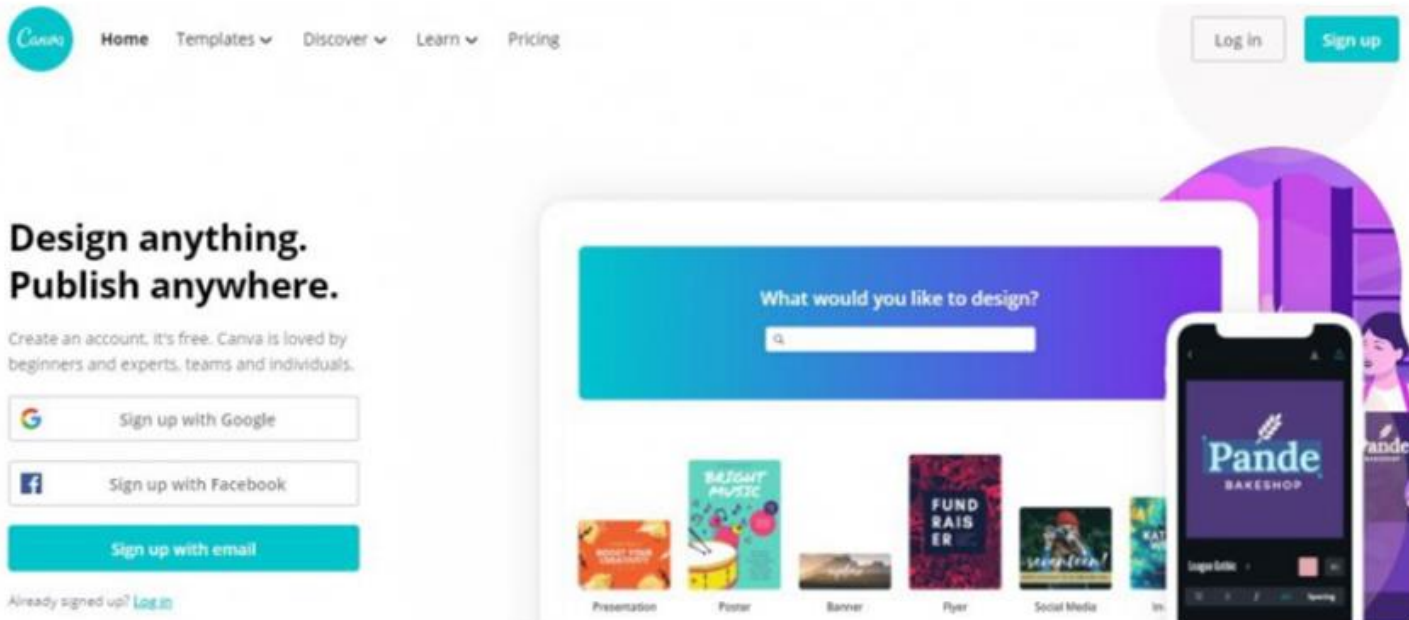
# Tools and Apps for Productivity

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**One of the quickest ways to manage and improve your productivity and time management is to use Apps.**  
And the good news is many are Free!!

# Canva

<https://www.canva.com/>

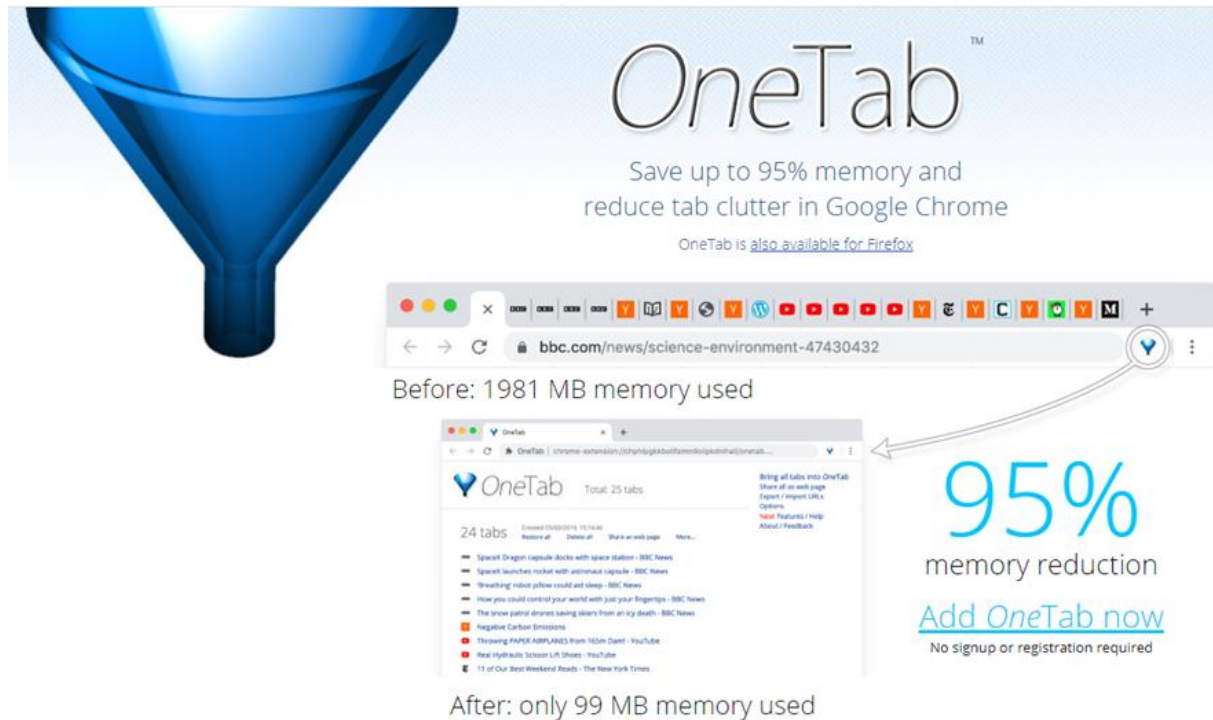


# Tools and Apps for Productivity

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## One Tab

<https://www.one-tab.com/>



**OneTab™**  
Save up to 95% memory and reduce tab clutter in Google Chrome  
OneTab is [also available for Firefox](#)

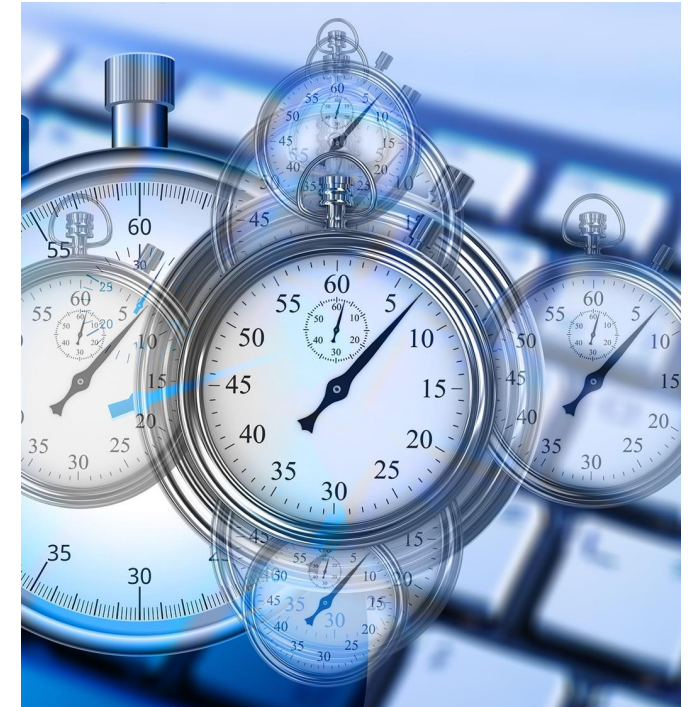
Before: 1981 MB memory used

After: only 99 MB memory used

**95%**  
memory reduction

[Add OneTab now](#)  
No signup or registration required

Whenever you find yourself with too many tabs, click the *OneTab* icon to convert all of your tabs into a list.



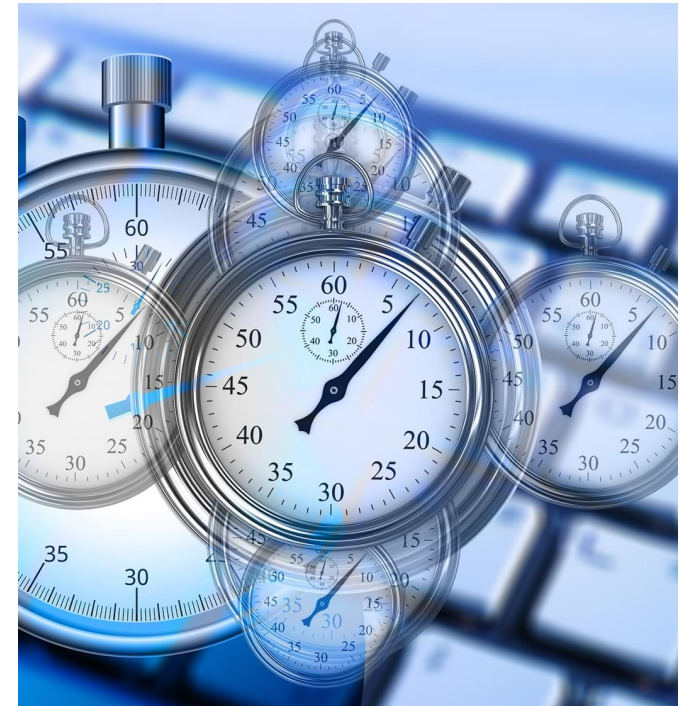
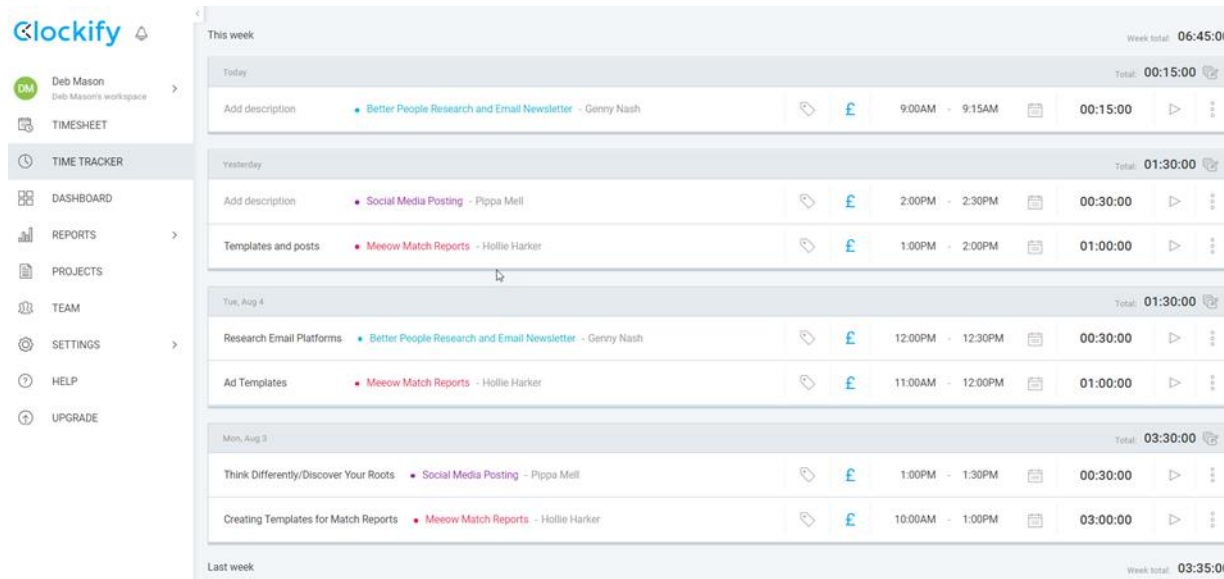
When you need to access the tabs again, you can either restore them individually or all at once.

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## Clockify

<https://clockify.me/>



[Clockify time tracker](#) helps you keep track of all your time and gives you an insight into your performance in terms of productivity. You can track time automatically or add it manually.

After you've finished tracking time, you'll be able to conclude whether you're productive, or spend too much time on trivial activities.

# Tools and Apps for Productivity

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# Clockify

<https://clockify.me/>



The screenshot shows the Clockify dashboard for user Deb Mason. The dashboard includes a sidebar with navigation options: TIMESHEET, TIME TRACKER, DASHBOARD (selected), REPORTS, PROJECTS, TEAM, SETTINGS, HELP, and UPGRADE. The main content area is titled 'Dashboard' and features several data visualizations:

- Total time:** 06:45:00
- Top project:** Meeow Match Reports
- Top client:** Hollie Harker
- Most tracked activities:** A list of activities with their durations, such as 'Creating Templates for Match...' (03:00:00) and 'Meeow Match Reports - Hol...' (01:00:00).
- Bar chart:** Shows time spent per day from Monday to Sunday. Monday has the highest time spent at 03:30h.
- Donut chart:** Shows the total time spent (06:45:00) broken down by activity.
- Horizontal bar chart:** Shows the percentage of total time spent on different activities: Meeow Match Reports - H... (74.07%), Social Media Posting - Pip... (14.81%), and Better People Research an... (11.11%).

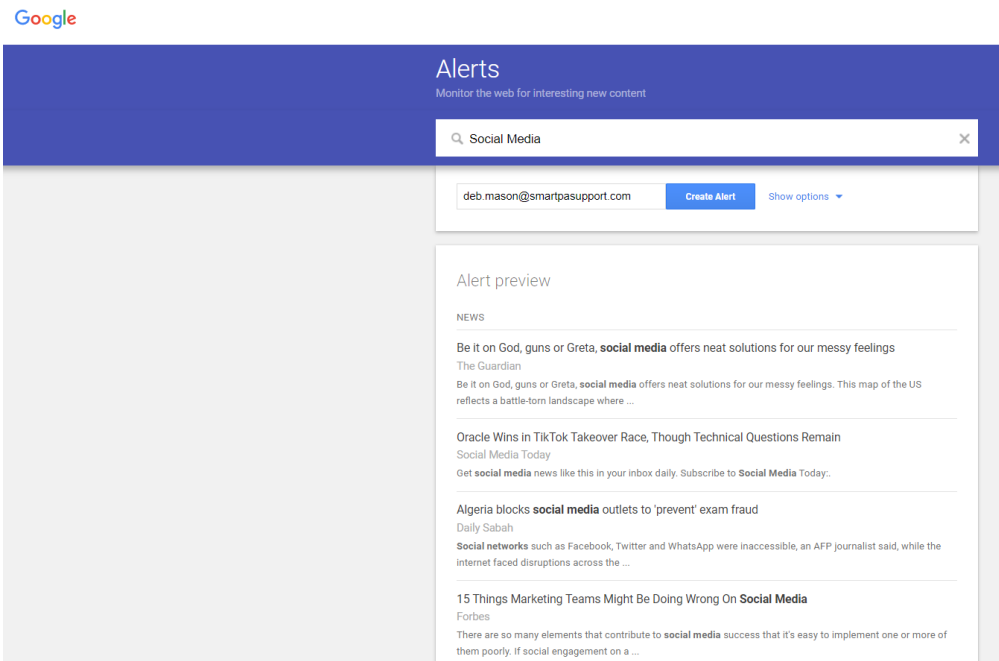


# Tools and Apps for Productivity

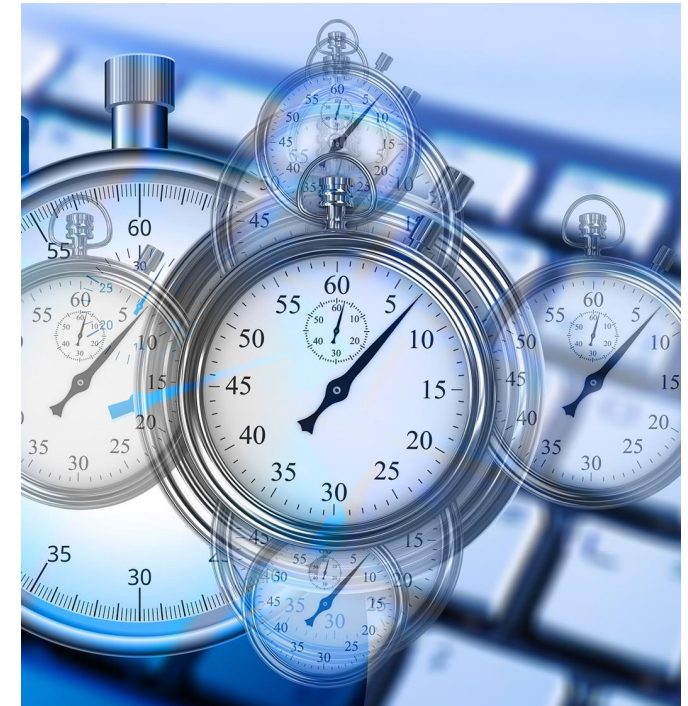
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## Google Alerts

<https://www.google.co.uk/alerts>



Google Alerts is perfect for people who want always to be up-to-date with their most relevant topics. You no longer have to manually search for specific keywords, or worry about forgetting to search for them.



You just have to define your desired keywords, and you'll receive notifications about new content for these topics directly to your email.

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# Hootsuite

<https://hootsuite.com/>



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# Evernote

<https://evernote.com/>



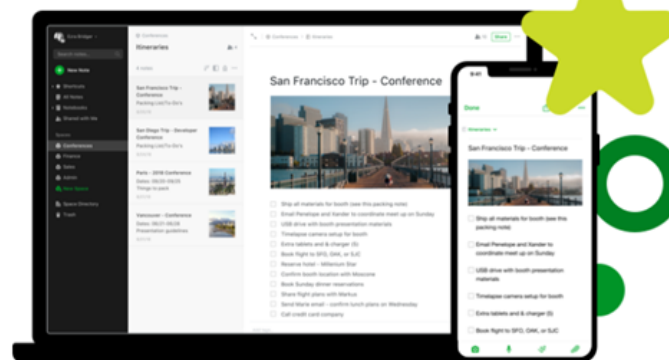
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Take notes anywhere. Find information faster. Share ideas with anyone. Meeting notes, web pages, projects, to-do lists—with Evernote as your note taking app, nothing falls through the cracks.

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Productivity begins with the very inception of a new idea, which can be at any place and at any time.

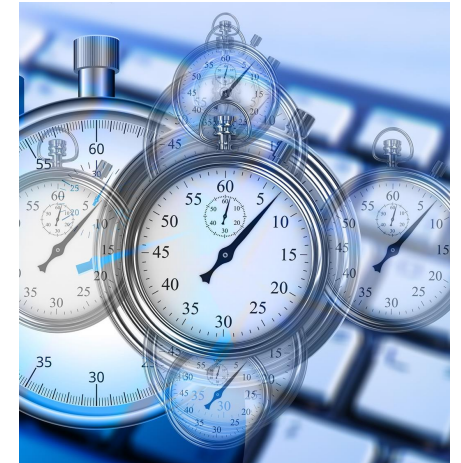
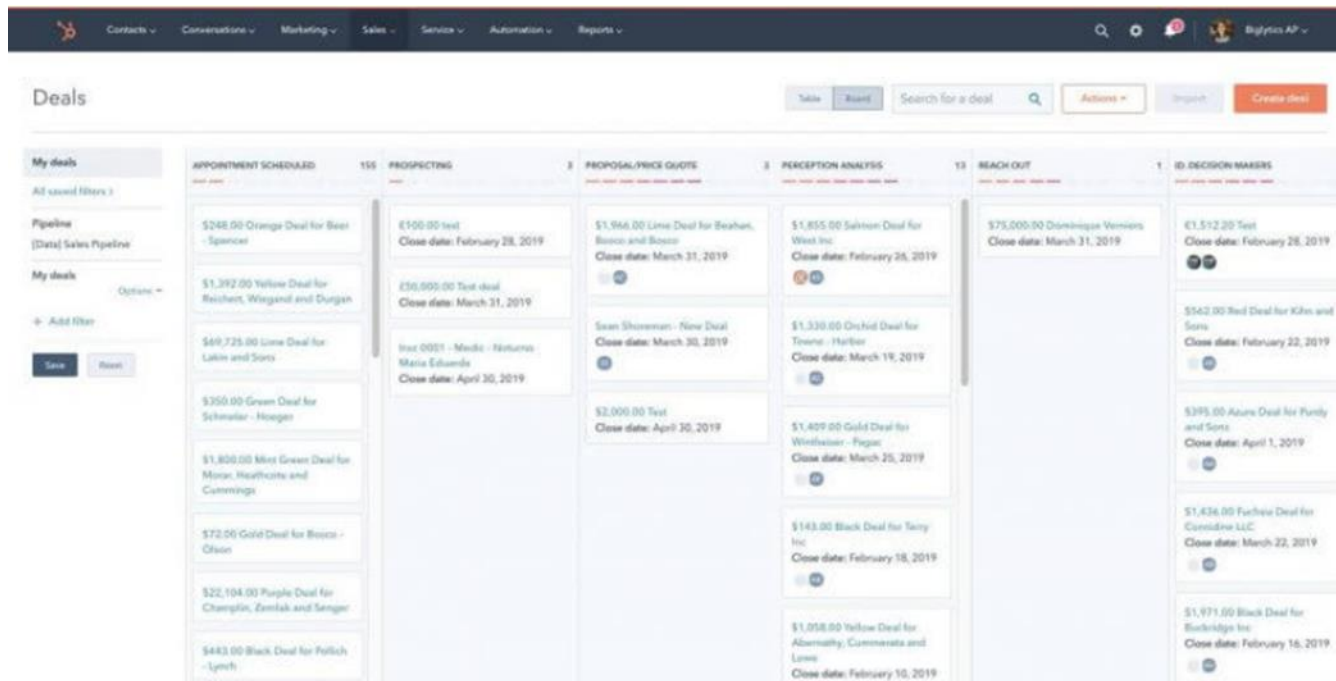
It is important to not let those ideas slip by and have them noted. Evernote helps you do just that – take notes along the way.

# Tools and Apps for Productivity

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## HubSpot CRM

<https://www.hubspot.com/products/crm>



### Manage Your Pipeline with Total Visibility FOR FREE

Get an up-to-the-minute view of your entire sales funnel on a clean, visual dashboard. You can sort deals won and lost, appointments scheduled, contracts sent over, and track performance against quotas you set in one simple view.

Sort deals by name, owner, amount, or stage with custom filters for actionable intel in a fraction of the time.

# Finally, if it's all too much...

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## You can get some help

I offer expertise in :

**Social Media Management and Strategy,**

**Business Administration Support,**

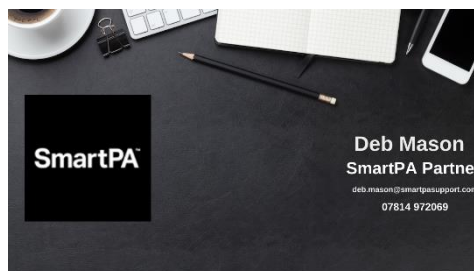
**Planning,**

**Organisation,**

**Diary Management,**

**Research,**

**Travel Arrangements and Event Planning**

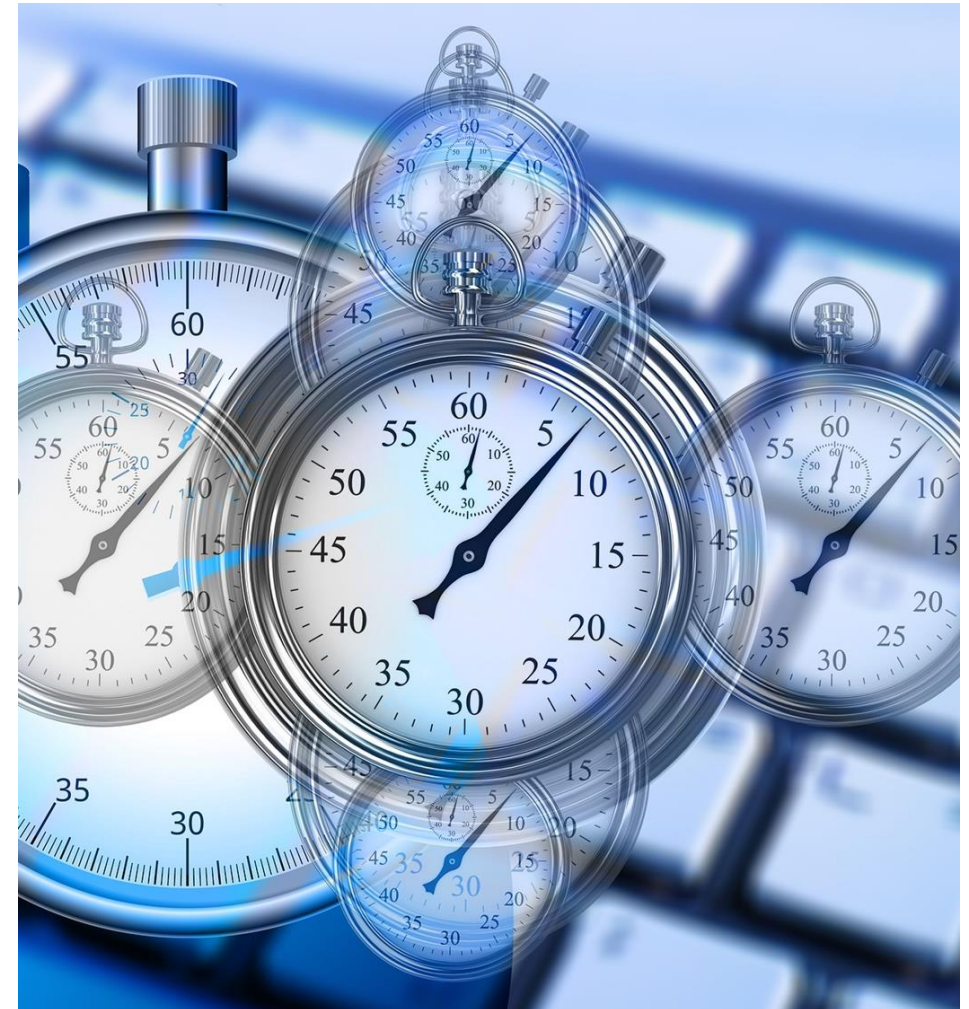


Please do get in touch to have a 30 minute no obligation chat

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**T:** + 44 (0) 7814 972069

<https://www.linkedin.com/in/deborahvmason/>



Any Questions?

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