



The PDA Power Program: Advanced Time Management Strategies for PDA Users (Palm, Blackberry, or Pocket PC)

by Randall Dean Consulting & Training, LLC

Are you getting everything you can out of your Personal Digital Assistant (PDA)? Or do you feel it is just an expensive, over-hyped device? Does it really save you time, or does it instead seem to take away more time than it saves? If so, perhaps you haven't learned how to REALLY use your PDA to get the most out of these amazing little devices and their well-designed functions.



If you are like most PDA users and are only using your calendar and address functions, and occasionally your task list, you can get significantly more from your PDA. You need to attend *The PDA Power Program – Advanced Time Management Strategies for PDA Users*. Designed for PDA users with some experience with their device, this course can have a dramatic effect on your staff by teaching them powerful time management principles, leading to a comprehensive time management system that fits beautifully onto the PDA platform. It also provides a series of fun and useful tips that allow all PDA users to get more from their investment.

Randy Dean's *PDA Power Program* can be customized for either Palm, Blackberry or Pocket PC users (or for a combined group of users), and covers the following topics/areas:

- How to set up a system for proactive management of your work day and work week on your PDA
- How to fully integrate your Personal Digital Assistant (PDA) into your time management system, and get the most usability and functionality out of your PDA. This includes:
 - ✓ Setting up your task list for prioritized project/client action
 - ✓ Increasing the capabilities of your PDA memo pad to contribute to greater productivity
 - ✓ Strategically managing your calendar to increase personal and professional effectiveness
 - ✓ Enhancing your use of the PDA address book function to leverage capabilities and relationships
 - ✓ Utilizing other "made-for-PDA" software programs to further enhance productivity
 - ✓ Integrating your PDA into your broader office/personal organization system, including ...
- How to handle information overload — emails, voice mail, "snail" mail, and articles to review
- How to handle multiple complex projects at the same time and keep the most important tasks for each project moving forward
- How to set up your personal office/cubicle space so that it contributes to your time management system, rather than detracting from it
- How to set up your time management system so that it contributes to your personal life just as much as it contributes to your professional life
- How to set up daily, weekly, monthly, and yearly rituals to stay on top of your system and keep your skills sharpened
- How to guarantee that meetings and committees are productive, effective, and a good use of time

As you can see, it is a PDA training program that covers much more than just PDAs!

For more information on *The PDA Power Program* (including testimonials and program ratings), or to find out more about **Randall Dean Consulting & Training** programs and services, visit us at <http://www.randalldean.com>.



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