



Time Management in “The Cloud”

Time, Life, Work, Project, People, Calendar, & E-mail Management Using Google Apps

by Randall Dean Consulting & Training, LLC

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For many years, Microsoft Outlook, LotusNotes, and other "server-based" productivity applications have been the industry leaders. But in the last 2-3 years, popular programs and services based in "the cloud" have been emulating the capabilities of these productivity applications, now to the point where a professional could seriously consider "leaping to the cloud". The benefits of leaping to the cloud: 1) much lower costs; 2) capability to work on any tech platform (PC, Mac, iPad, iPod, BlackBerry, Droid, etc.) ANYWHERE you have Internet access. But can you honestly use these "cloud-based" apps for professional business & productivity activities? The answer: YES -- this session will show you how!



In this version of the course, Randy tailors all program and software demonstrations to the Google applications environment, and shows several strategies and techniques on how Google apps can seriously be considered for an advanced personal productivity and time management system. Randy will help you understand how many of the different functions within Gmail, Google Calendar, & Google Docs, as well as key third-party applications that give you the project/task management capabilities needed by serious business professionals.

Randy can show you how these new applications were designed for enhanced productivity, and give great suggestions on how you can get so much more from this powerful and amazingly useful “cloud-based” software, opening up the freedom of any device, any platform, anywhere!

Randy’s *Time & Project Management in “The Cloud”* course covers the following topics/areas:

- Why Google-based apps stored "in the cloud" make sense for many business professionals
- Key tips & strategies for Google-based e-mail management, including “folder” design and management
- Strategies for managing projects & tasks in a Google/online environment, including more powerful third-party project/task management applications
- Calendaring tips and techniques for online calendar management anywhere, including meeting management, effective use of reminders, and more
- Clearing the clutter from your head using easily available Google docs
- Managing your contacts online using Google apps and applications like LinkedIn (& even Facebook)
- A discussion on integration with existing peripherals -- anyplace, anywhere you have Internet!

Randy integrates plenty of humor and real-world application into this quick-hitting session, and nearly everyone will walk out of the room buzzing with ideas for enhancing their “cloud-based” productivity and expertise. For more information on Randy Dean’s *Time Management in “The Cloud”* program or to get information on the other **Randall Dean Consulting & Training, LLC** programs and services, visit us at www.randalldean.com and/or www.emailsanityexpert.com.



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