

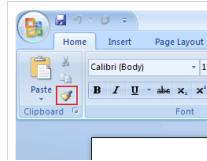


## TIME SAVER OF THE DAY

### Format Painter

This button sits in prime real-estate on

the top left of your Home tab, but most have no clue what it does. It's an awesome timesaver that works in all Microsoft programs!



The Format Painter copies the format of the selected text and pastes it anywhere you like. First click anywhere in the text that has the format applied. Then, either single-click on the **Format Painter** icon to apply the text one time or double-click on the icon to paste the format to multiple items. Click on the text that needs the format applied. To turn off the Format Painter, press **Esc** on your keyboard or click the Format Painter again.

### SHORTCUT MUSTS!

Can't make the time to learn all of the shortcuts available? Start with these:

<b>Ctrl+U</b>	Underline	<b>Ctrl+Y</b>	Redo
<b>Ctrl+B</b>	Bold	<b>Ctrl+A</b>	Select All
<b>Ctrl+I</b>	Italic	<b>Ctrl+H</b>	Find
<b>Ctrl+E</b>	Center	<b>Ctrl+P</b>	Print
<b>Ctrl+C</b>	Cut	<b>Ctrl+S</b>	Save
<b>Ctrl+V</b>	Paste	<b>Ctrl+W</b>	Close Window
<b>Ctrl+Z</b>	Undo		



## OUTLOOK TIME SAVERS

Carve out time in your schedule to learn what every button and dropdown on the ribbon does and soon you will be navigating Outlook like a pro.

### 1. Keyboard Shortcuts

🕒 *Shortcutworld.com* has an extensive list for different versions of Outlook. Some helpful Outlook specific shortcuts are:

#### Mail

- Ctrl+Shift+M** Create new message (from any Outlook view)
- Ctrl+Shift+E** Create a folder
- Ctrl+Shift+G** Flag a message for follow up
- Ctrl+F** Forward

#### Calendar

- Ctrl+G** Go to a date
- Ctrl+Shift+A** Create an appointment

#### Contacts

- Ctrl+Shift+C** Create a contact

### 2. Quick Parts

🕒 How much time do you waste typing the name of your company, event, or phrase such as “please don't hesitate to call me at 555-5555 if you have any questions”?

Highlight the text in your email you want to make into a Quick Part. Switch to the **Insert** tab. Click the **Quick Parts** dropdown and select **Save selection to Quick Parts Gallery**. Now, whenever you start typing the phrase, you'll see it pop up as a suggestion – hit return to insert it in full. (Works in Word too!)

### 3. Stop Repeating Yourself!

Quick Steps allows you to automate multiple actions in your email such as moving emails to a particular folder, sending an email to a team, creating a calendar item out of an email or forwarding an email to a person you specify. In the Quick Steps Box select **Create New** and follow the directions! To use the Quick Steps, either select the Step in the top box, or right click on your email, select Quick Steps and then the step you wish to use. It's quick!

### 4. Send CCs to a Different Email Folder

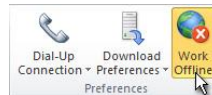
🕒 **CCs are typically reference info and shouldn't require immediate action on your part. Send them to a separate folder so you can view them on your own time!**

First create a CC folder. If you want it on the top of your folder list, place an \* before the folder name, i.e. \*CCd Emails. Select any incoming email, right click, select **Rules>Create Rule>Advanced Options**. Select 'where my name is in the CC box' then 'move to the specified folder. In the Step 2 box click the word 'specified' and find your folder. If you want any exceptions (such as your boss or level of importance), select them in the next step or just select Finish.

### 5. Schedule Emails

🕒 **Control the timing of when your emails are sent. This trick is especially helpful when working outside of the standard workday, or if you don't want distractions.**

While composing your message, go to **Options>Delay Delivery**. Check the 'do not deliver before' box and select your desired delivery date and time. Another way to control your email flow is **Send/Receive> Work Offline**. Once you select this option, email won't come in or out. Unselect and everything goes at once. It's like closing your door!



## 6. Date/Time Shortcuts

🕒 **Are you typing more than you have to? Outlook is a very good guesser, so let it fill in the blanks.**

Typing 125p is quicker than selecting from the time picker or typing out 1:25 pm. Outlook uses your business hour settings when you enter a time so you don't need to specify an a or p if your activity is during the work day, but you should probably make it a habit to use a or p every time just to be sure.

## 7. Email Templates

🕒 **Do you repeatedly send the same message? You may want to create a new template in Outlook.**

To create a template click **New Email** and type your message. Click **File > Save as**. Specify the template File name and Save as file type Outlook Template (.oft). Save it in the default location for Microsoft Templates. Close the message and do not save it when prompted. To use the template, under **New Items** choose **More Items > Choose Form**. In the **Look In:** box, select **User Templates in File System**. Select the form you wish to use and click **Open**. You can now customize if needed and click **Send**.

## 8. Ignore

🕒 **Stuck in “reply all” hell or an email conversation you just don't want or need to see?**

Ignore it! Click the **Ignore** button and all of the related messages will go directly to your deleted items folder. You can retrieve them if you need to, or stop ignoring by relicking the box.



## ADD-ONS

**There are ways to make it even more efficient by adding plugins and add-ons. Here are two free ones you can try.**

### [www.evercontact.com](http://www.evercontact.com)

Evercontact automatically analyzes email signatures in your incoming email and adds new contacts and updates your existing address book without creating duplicates. It works with Outlook, Gmail and Office 365.

### <https://www.ablebits.com/outlook-email-alert/>

This plug-in for Microsoft Outlook lets you customize your alerts so they only notify you when a specific email arrives. You just enter key text and the add-in pops up an alert when an email containing that text comes in. You can create a new rule in a few clicks. The add-in looks for the exact match in the Subject, Body and From fields of incoming messages.



## WORD TIME SAVERS

**No matter how long you've used Word, there is always something new to learn. Here are some great ways to navigate quicker:**

### 1. Accurately Select Text

When you click and drag to select text you can easily select too much text or miss part of a word or sentence. Try these instead to select:

- Single word: double-click the word.
- Sentence: **Ctrl+anywhere** within the sentence.
- Paragraph: Triple-click within a paragraph.
- Entire document: press **Ctrl+A** or triple-click in the LEFT margin.

### 2. Easily Insert a Page Break

A page break tells Word when to move text onto the next page. You can let Word automatically insert the page breaks, but every now and then, you may want move the break, such as to start a new section or paragraph. To do this press **Ctrl+Enter**.

### 3. Repeat Your Last Step

Pressing **F4** repeats your last step. If your last step was bolding text, then **F4** would repeat that. This includes text and formatting commands!

### 4. It's A Date

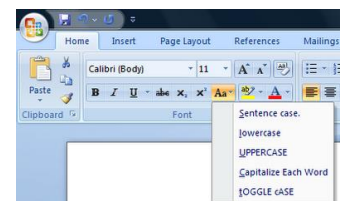
Are you still typing the date? Next time, just hit **Alt+Shift+-D** (or **Ctrl+Shift+D** on a Mac) to add the date automatically. You can change the default if it isn't showing the way you prefer, i.e. 8/22/16 vs. Monday, August 22, 2016.

### 5. Get Started Quicker

When reopening a document in Word, the cursor appears at the very beginning. To quickly jump to the last place you were working when you closed the file, press **Shift+F5**.

### 6. Change Case

Don't retype! To change from lower case to Title Case (the first letter of every word capitalized) or to UPPERCASE, highlight the text you want to change, click the case button, and then choose which case you want.



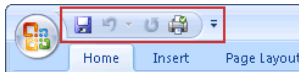
### 7. Find and Replace Formatting

Find and Replace isn't just for words. You can use the command to change formatting too including colors, fonts, paragraph styles - even bold to underline. Open the **Find and**

**Replace** dialogue box - **Ctrl+H** (Mac users: **Shift+Cmd+H**). Delete any text in the **Find** box and then click **More** on the bottom left of the dialogue box. (Mac users: Click Advanced Find & Replace.) Select **Format** option to choose and change any Microsoft Word formatting. Select **Replace All** to apply to the entire document.

### **8. Pimp Your Toolbar**

🕒 **Are their things on your ribbon you never use that are cluttering your screen? Do you use the Quick Access Toolbar located just above or below the ribbon (depending on your set up)? It allows you to quickly access your most commonly used commands so you don't have open different tabs.**



You can customize them both by clicking the little down arrow on the right of the Quick Access toolbar. Then, select 'more commands' to pimp away your Custom Ribbon or Quick Access Toolbar! (You can do this all office programs!)

### **10. Remove Double Spaces**

🕒 **Double spaces are "old school" and extra spaces are just sloppy. Here's a quick way to clean up documents.**

Using the **Find and Replace** tool or **Ctrl+H** in the **Find What** field press the spacebar twice to insert two spaces  
In the **Replace With** field, press the spacebar once. Select "replace" and not "replace all" and clean them one at a time, unless you are sure that some of the extra spaces aren't on purpose.



## **EXCEL TIME SAVERS**

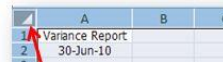
**Excel is powerful – if you are doing something manually there is a high possibility Excel can do it for you – but you need to invest the time in learning the software. Many tips can't be easily explained in text, but here are some to start:**

### **1. Quick Copy**

To quickly copy a formula or number across rows or columns, click the small box on the bottom right hand corner of the cell you wish to copy (called the Fill Handle), and then just drag.

### **2. Navigating Worksheets**

Move from worksheet to worksheet without taking your hands off the keyboard. Use **Ctrl+PgDn** and **Ctrl+PgUp** to navigate from one to another; especially helpful if there are sheets you can't see.



### **3. Select All**

If you are not using the **Ctrl+A** shortcut, hopefully that means you have found the select all button. With only one click of the corner button all your data is selected.

### **4. Quick Addition**

You can use the formula button to do addition, but an even quicker way is to just click the first empty cell in the column, where you would normally put the formula, then press the **ALT** button and the **=** (equals) key at the same time. Voila!

### **5. Auto Fill**

Do you need to number your rows or enter another series of repetitive things like dates (1/1/16, 1/2/16, 1/3/16, etc.)? Enter the first two or three fields of the series. Highlight them all and then move the cursor to the lower right part of the last cell—the fill handle. When it turns into a plus sign (+), click and drag down to select all the cells you need to fill. You can use this feature up a column, or left or right on a row as well.

### **6. Splitting Text into Two Cells**

Have a database with the first and last name or city, state and zip in the same cell? And want to separate them? Excel has an easy quick fix. Go to **Data>Text to Columns**. The wizard will walk you through the process. You may need to play with this a bit to get the hang of it, especially if your data is uneven, such as some names have middle initials.

### **7. Stop Formulas from Shifting**

Have you ever cut and pasted a formula only to realize Excel got too big for its britches and automatically told the formula to draw from the "next" cell. To "freeze" the formula, just insert a **\$** before the data you want to remain the same. So, if you always want to draw from the same cell, such as a pre-defined tax rate, you would put **=\$A1** vs just **=A1**. There are other ways to use this feature, so find a good blog and read up on it.

### **8. Edit all Worksheets at Once**

Right click on any worksheet. Click **Select All Sheets** to will highlight all of the worksheets. Then, whatever you do on one sheet appears on all sheets. This is especially helpful when creating headers and footers or to spellcheck an entire document. Important - remember to unselect when you are done, because ANY text you type in any cell will repeat on all sheets. To unselect, right click on any worksheet and select **Ungroup Sheets**.

### **9. Filter Text**

If you haven't learned how to use the filter feature, you are losing tons of time. Select all, then simply click the filter button on either the Home or Data tabs. The down arrows show you all of the unique items in your column. If you want to see the people in your database from one organization, just go to the organization column, press the down arrow and only check the

organization you are looking for. Secret tip – on the bottom left of the screen it will tell you how many records it found – great if you are looking for a quick count. Don't forget to unfilter – by rechecking all of the options – when you are done.

### **10. Quick Info**

Are you just looking for a quick total? Do you know if you highlight the items you want to add up, you don't have to do a formula, just look at the bottom right of your screen; it automatically shows you the average, count and sum.

### **11. Auto Fit Column Width**

Do you drag your columns or rows until they are the right size? There's a button for that! Highlight the column(s) or row(s) you wish to adjust, go to **Format > Auto Fit Column Width**. Voila!

## **BONUS TIPS**

### **Searching the Web**

Surfing 'excel timesaving tips' on the internet but keep getting listings for books with excel tips? Narrow the search by entering: excel timesaving tips –books ("minus" books).

### **Closed a Tab by mistake?**

**Ctrl+Shift+T** will open closed tabs back up.

### **Remembering What You Did**

Need to remember what you spent the day on? Use the journal feature to see what files you opened and for how long. Listed in the bottom of your Outlook folders you can customize what it remembers by selecting **File>Options>Notes and Journal** and select the programs you use.

### **Doodle.com**

Never send a zillion emails again to schedule meetings. Doodle polls meeting participants for the best time and date for your meeting. Free version available.

### **Timetrade.com**

This one costs, but the time savings is enormous. Designed for sales people who schedule tons of meetings, it is also a great tool for the average Joe. You want to schedule a meeting with me? I send you a link that shows you my availability, based on the meeting length needed/requested. You select a time/date and I am automatically notified. This integrates beautifully with Outlook. Of course, you need to be good about blocking off any time on your calendar you don't want people to schedule. This saves hours of back and forth emails to set meetings.

### **LastPass**

How much time do you waste looking for or changing passwords because you forgot them? There are numerous password programs out there, LastPass is the one I selected, and there is a free version. Basically, it securely saves all of

your passwords and can store other important information such as credit card numbers.

### **Junk Mail**

Are you still getting printed junk mail? If so, try PaperKarma.com You just take a picture of the mail with your address label and they work to track down the company and tell them to stop mailing you. It's as simple as that.

### **Block Yourself**

Do you find yourself googling for work and next thing you know you are watching slideshows about what 80's stars look like today? There are numerous apps that can a) block access or b) put a time limit on how much time you surf. Selfcontrol and Productivity Owl are two you might want to check out.

### **Dayboard.co**

Every time you open a new tab Dayboard reminds you of your priorities with a to-do list of the five most important daily tasks you need to accomplish. It keeps you honest as you go to open your Facebook, Twitter or other non-essential web page. The Basic version is free.

### **Purrrfect Solution?**

OK, so this might be the stupidest thing I have ever seen, but if you have an essay or long document to write and you need motivation, say cute photos of kittens, this might be for you. Go to [writtenkitten.co](http://writtenkitten.co) (yes, co, not com). You can set how many words you type before you get a new cuddly kitten photo. Type away, but leave additional time on your schedule to say "aww."

## **LAURA KESSELMAN'S TOP 10 PRODUCTIVITY TIPS**

1. Identify where you waste time; then find a solution!
2. Do your most important work first.
3. Process, process, process.\*
4. Touch things once – emails, files, clutter.
5. Take care of yourself. (sleep, eat well, exercise)
6. Procrastinating? Figure out why. Then own it!
7. Invest time in learning how to be more effective.
8. Tame the email beast.
9. Say no.
10. Don't let others control your time; you're in charge!

\*Use the systems, tools and tactics that work best for YOU!