

# Using Technology

To Enhance Personal and  
Professional Productivity



“Doing something unimportant well does not make it important.

Requiring a lot of time does not make a task important.”

-Tim Ferriss The 4 Hour Workweek

# Topics

- Technology
  - Gadgets
  - Software
  - Services
- Social Networks
  - In use at your University
  - Your LazyWeb
  - Networking
  - On the Job

# Gadgets

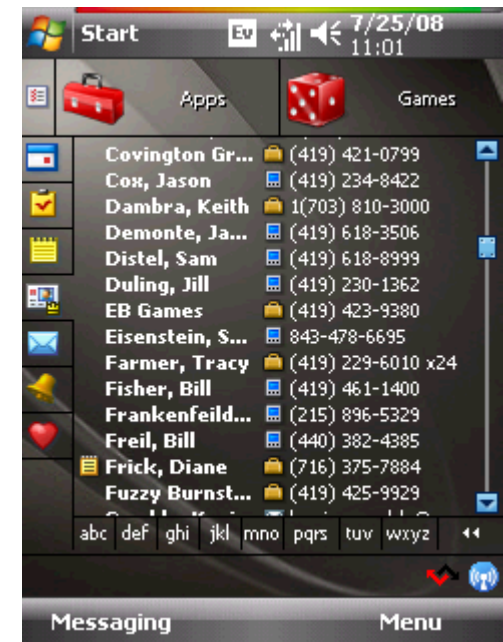
- Smartphones
- Data Cards
- Netbooks
- GPS

# Smartphones



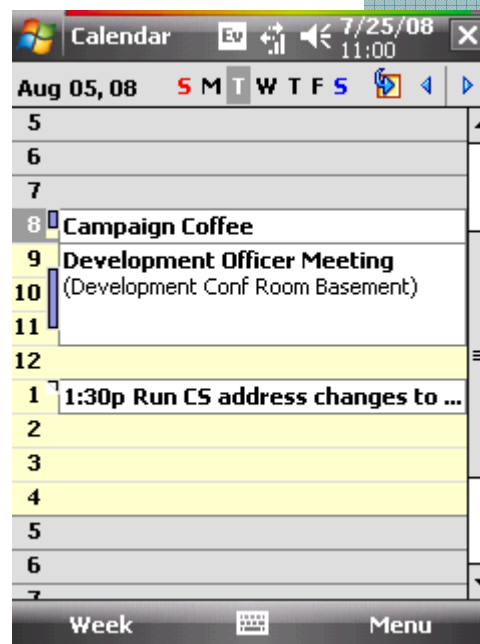
# But what can I do with it?

- Converged point of contact

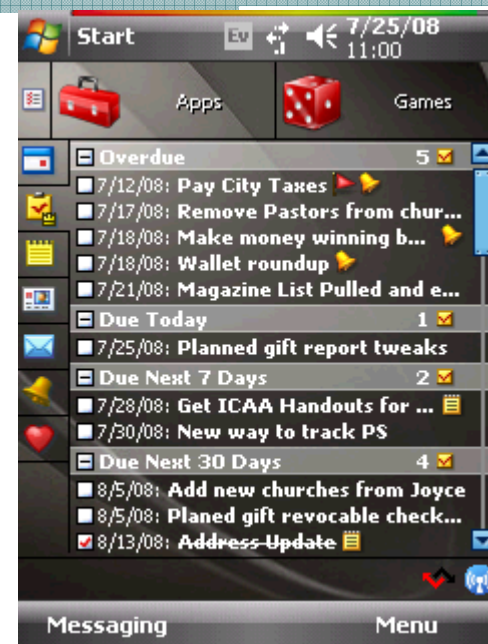




Microsoft Live Search



Calendar



Pocketbreeze for Tasks

Skyfire Internet  
Browser



# More tasks

Picse! Brows 7/25/08 11:44

Organization Name Industry  
Bluffton University

**Education/Schools**

School Name	Degree
Bluffton University	BA

Education Attributes

Category	Attribute Description
Activities	Cross-Cultural Trip
Activities	Residence Hall
Religious Life	BASIC
Sports	Men's Soccer
Student Organization	Investment Club

Bluffton University MBA



Donor  
Activities

Picse! Browser 7/25/08 11:45

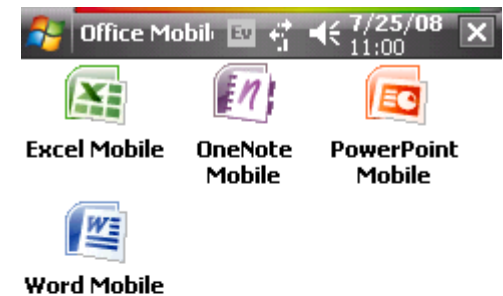
**Gift Summary**

First, Latest, Greatest	Date	Amount	Type
First	7/31/2005	\$5.00	Cash
Latest	6/30/2008	\$5.00	Pay-Cash
Greatest	4/10/2006	\$15.00	Cash
Average:		\$5.25	Total gifts:
Median:		\$5.00	Total years:

**Breakdown**

Fiscal Year	Received	Pledged

Giving History



Office Suit for  
Reporting



# Data Cards

- High Speed internet wherever you are
- Can be shared between users
- Cost
- Plans \$40 and up
- Hardware starting at free



# Netbooks

- Starting at \$299
- Variety of sizes and features
- HP, Asus, Acer, Sony, Dell, etc
- Also offer business class solutions starting at \$399
- Drawbacks
  - Smaller screen
  - Smaller keyboard



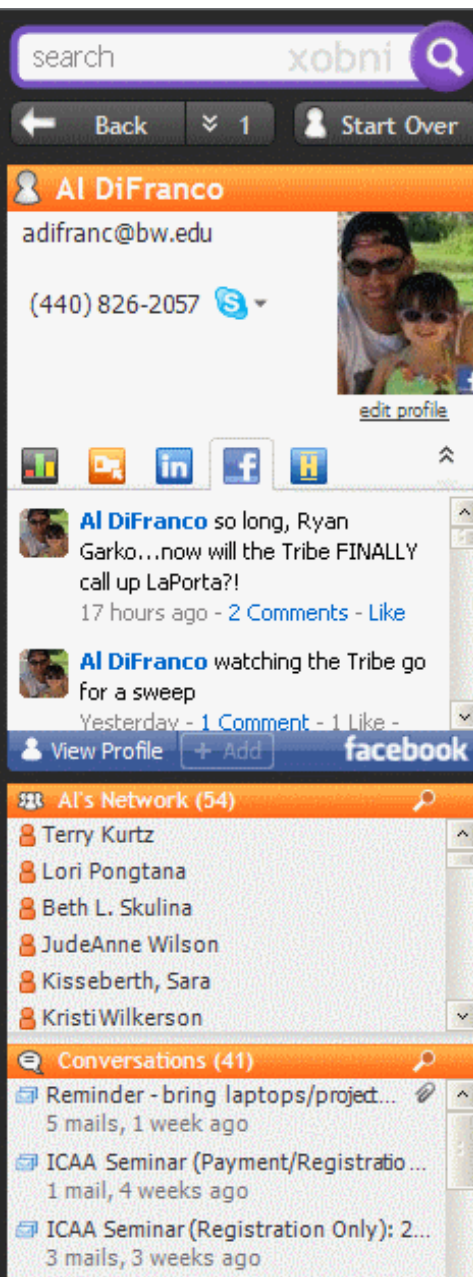
# GPS

- Low cost
- Vehicle to vehicle
- Saves on Gas
- Less Stress
- Detour
- More info
  - <http://bit.ly/ICAA-GPS>



# Software and Services

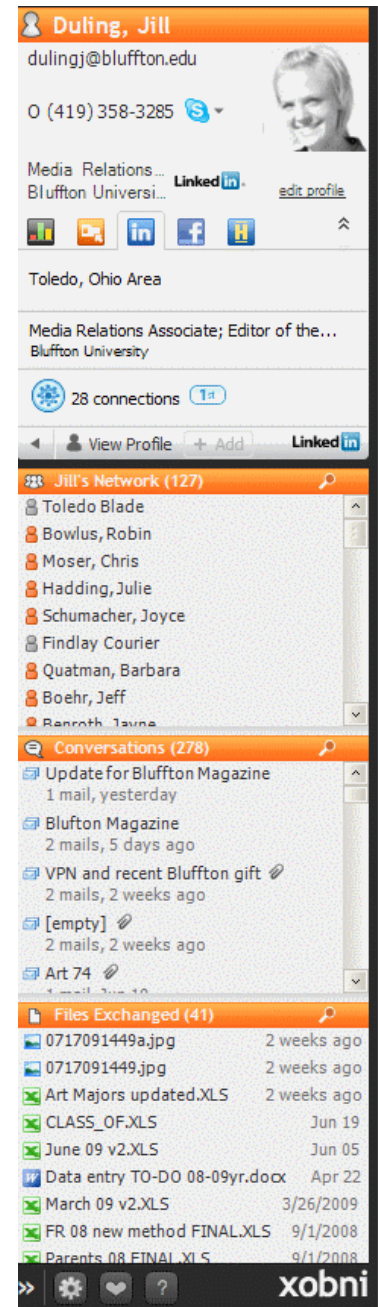
- Xobni
- Outlook customizations
- Google Voice
- Remote Access
- Evernote
- DropBox
- WMWifiRouter



# Xobni

- Leverages Data
- Finds more info
- Great way to get information from alumni
- Trends

•Free at Xobni.com



# Outlook Customizations

The screenshot displays the Microsoft Outlook interface. On the left, the 'Mail' sidebar shows a hierarchy of folders. A large red number '1' is overlaid on the 'Inbox' folder under 'Mailbox - Smith, Josh'. The main pane shows the 'Inbox' with a list of emails. A large red number '2' is overlaid on the 'Search Inbox' box, and a large red number '3' is overlaid on the email list. The selected email is 'RE: Tax Exempt' from Shannon, Janean, dated Tue 7/28/2009 11:08 AM. The email body contains a message to Josh, mentioning a form and a conference. The signature block at the bottom identifies Josh Smith as an Advancement Services Manager at Bluffton University.

**Mail**

**Favorite Folders**

- Inbox (14)
- Inbox in CallPilot Message Store
- Unread Mail (25)
- Query Needed
- For Follow Up (13)

**Mail Folders**

- All Mail Items
- Mailbox - Smith, Josh
  - Crescendo
  - Deleted Items (316)
  - Drafts (15)
  - Inbox (14)**
    - Action Needed
      - 1 - Today (1)
      - 2 - Week (1)
      - 3 - Month (1)
      - 4 - Long Term
      - Box emails
      - Student Worker
    - Address changes (3)
    - Alumni Community (2)
      - Alumni Dir.
      - Blackbaud Communicati...
      - Filed
      - Graduating Info
      - ICAA
    - Josh Smith (2)
      - PCI Alumni Dir
      - PCI-DSS
      - Phonathon
      - Student Worker
    - Teaching
    - Thank you process
    - Website
  - Junk E-mail (75)
  - Outbox
  - Personal
  - Prospect Research

**Inbox**

Search Inbox

Conversation

Arranged By: Custom

EOR gift table

Houshower, Hans 1:55 PM 15 KB

Thanks. This is fine.  
From: Smith, Josh  
Sent: Tuesday, July 28, 2009 1:47 PM

Houshower, Hans 1:37 PM 13 KB

Houshower, Hans 1:00 PM 10 KB

Reminder: July eNews: Notebooks to satisfy everyone on ca...

Drew Marks 12:24 PM 39 KB

50% Off Coupon is Ending

Backcountry.com 11:32 AM 14 KB

Backcountry.com  
<<http://service.backcountry.com/cgi-bin10/DM/y/nedfi>>  
View online version.

Pizza buffet on Wednesday

Bowlus, Robin 11:23 AM 18 KB

I'm not sure who all is around this week, but tomorrow (Wednesday) I plan to go to Luke's for Pizza Buffet @ lunch. If anyone wants to join in the

Tax Exempt

Shannon, Janean 11:08 AM 54 KB

from Steve Krehbiel....FW: Question for our annual report

**RE: Tax Exempt**

Shannon, Janean

Sent: Tue 7/28/2009 11:08 AM

To: Smith, Josh

Message sales tax exempt.doc (41 KB)

Hi Josh,

Attached is the form you need if they accept it. Enter the name of the hotel, sign and date it. Enjoy your conference!

Janean

**From:** Smith, Josh  
**Sent:** Tuesday, July 28, 2009 11:04 AM  
**To:** Shannon, Janean  
**Subject:** Tax Exempt

Janean,

I'm heading to a conference tomorrow and it has been a while since I've gone to one. Do I need to get a Tax Exempt form from you to avoid hotel taxes?

Thanks,

Josh

Josh Smith '05  
Advancement Services Manager  
Bluffton University  
[smithj@bluffton.edu](mailto:smithj@bluffton.edu)  
(419) 358 3269



# How to for the previous slide

- Folders
  - Right Click, Add a new folder
- Conversations
  - <http://bit.ly/ICAA-Sort>
- Formatting
  - <http://bit.ly/ICAA-formatting>

# Google Voice

- One number for all your phones
- Call Routing
- Voicemail Transcription
- Call recording
- Demo
- Invite Only - <http://bit.ly/ICAA-gvoice>
- Apps for Blackberry and Android





# Remote Access

- Access to all of your on campus resources
  - Databases
  - Adds to the usefulness of other technology
- VPN – secure connection
- LogMeIn.com – free and secure
- GoToMyPC.com – secure, monthly fee

# Evernote



Notebooks to rule your life

Wherever you are

Whatever you have to save

More info on why I use Evernote - <http://bit.ly/ICAA-Evernote>

# DropBox

- Free for 2GB
  - Better than a thumbdrive
  - Always have your data
  - Great for syncing to your netbook
- 
- SSL security with AES 256 encryption
  - Still, check with your IT department before using it for sensitive work documents



# WMWifiRouter

- Turns your Smartphone into a hotspot
- Easy to use
- Free trial
- Connect many laptops to one connection



# Social Networks

- Just a vehicle
- Make your message a call to action
- Be very specific
- Be Transparent
  
- Decide why you're using social media
  - Doing this at Bluffton right now
  
- <http://bit.ly/ICAA-socialmedia>

# Networking

- There's a reason it's called social networking.
- Be an active player.
- Be real.
- Choose a time investment and keep it at that.
- If you decide to use Twitter find the right tools.

# On the Job

- Linked In Groups
  - Great way to get employment info.
- Facebook Fan Page
  - Great way to create a central location.
  - Keep it up to date.
  - Drive traffic to your site.
- Twitter
  - News and more - [twitter.com/blufftonAlumni](https://twitter.com/blufftonAlumni)
  - Class Cancellation - <http://bit.ly/ICAA-cancel>

# Your LazyWeb

Perhaps one of the best personal benefits



Putting your network to work for you!



# About Josh

- Advancement
  - Advancement Services Manager at Bluffton University
  - Adjunct Professor of Business
  - ICAA Newcomer Award Winner 2008
- Online
  - Personal Finance Blogger at AOL's WalletPop.com
  - Recently joined Notebooks.com as a technology reviewer.
- Find this presentation online
- Contact info
- P: 419-299-4422
- E: [smithj@gmail.com](mailto:smithj@gmail.com)
- T: Twitter.com/Josh\_Smith