

Mini Productivity Pointers



1. PowerPoint Tips

2. Make it easy for others to call you

3. Changing the subject line

4. Don't forget your lunch!

1 Be productive with PowerPoint

Whether you present one-on-one or to large groups, you'll find these PowerPoint tips helpful.

- 1. Insert a time stamp.** In the toolbar, you'll see the Insert tab. Choose Date/Time and then follow the prompts. I like putting a time stamp in the lower left or right hand corner of my slides. Most people won't notice it but it will keep you on track and will help you stay within the time allotment promised to your customer.
- 2. Use the B key.** Remember this phrase: "B for Black. B for back". If, during your presentation, you want your audience's attention to be drawn to you and away from the screen, simply use the B key to blacken the screen. If you're presenting in a room without any natural light, then use the W key and it will turn white. Hitting the B key again will bring your PPT back on the screen. Hitting the P key will not turn it pink!
- 3. Jump ahead.** Sometimes you might be running out of time and feel the need to skip several slides. You can do this without your audience even knowing. Before you start your presentation, know the slide # of a slide that you could jump ahead to in the event you're running behind. And then during your presentation, simply type in the slide # using the number keys followed by "Enter". You will automatically jump ahead and your audience will be none the wiser.

2 Make it easy for others to call you

1. Put your phone number after your name in the "FROM" field of your emails so when it lands in others' inboxes, it will look like this:

	From	Subject
✉	Audrey Thomas 952-944-9470	New product line
✉	[Redacted]	[Redacted]

Organizations lose \$2,100 – \$4,100 per employee due to poorly written communications.

Tom Pisello,
ITBusinessEdge.com

2. When leaving a voicemail always leave your phone number TWICE, once at the beginning and again at the end of your message. If the recipient listens to several voicemails at one time, they may return at a later time to get your phone number from the message. Leaving your number at the very beginning of your voicemail provides them the information they're looking for without the need to listen to the entire message all over again.
3. When leaving a voicemail, speak your call back number slowly. In fact, imagine someone writing it as you're speaking it. It may seem awkward to do this at first, but people will appreciate not having to replay the message multiple times to get your number. And don't assume that your number always shows up on Caller ID. It doesn't.

3 Change email subject lines to prompt for future action

Poorly written subject lines. It's at the top of Email Pet Peeves everywhere. Often you spend time re-reading an email sitting in your Inbox based on its vague subject line. Such a waste of time and energy.

In many email management programs you can change the subject line of an email once you've received it. It's so easy and makes such smart sense. Simply highlight the subject line of an opened email and type over the existing copy. Here are some examples of how you can improve the subject lines of the emails sitting in your Inbox. Use action words to prompt a future task such as "Review, Send or Call".

Poor subject line	Better subject line
FYI	Review agenda B4 Friday's meeting
I need this Wednesday	Send budget report to Jim by Wednesday
I need your help	Call Linda regarding blood drive

4 Don't forget your lunch!

If you frequently take your lunch to work, then you've had those days when you arrive at work and while you're settling in for the day you realize that you forgot your lunch at home. It's one of those "Oh, I could have had a V8" moments.

If you want to save time, and remember your lunch, prepare your lunch the night before. And when you do so, put your car keys in the frig with it. There's no way you'll forget it now!

Did you know?

Spending just

9 minutes a

day on social

media is the

equivalent to

39 hours a

year. That's

the same as an

extra week of

vacation.