



**FREE YOUR TIME & SUCCESS WILL FOLLOW**



Sharing Key Experiences with you  
&  
What Has worked for Us!



**DISCLOSURE**





I BELIVE IN HELPING OTHERS.....  
BASED ON MY EXPERIENCE

**Computer virus**  
**Purse stolen**  
**Flood**

If your business spirals out of control-  
everything happens for a reason!

**MY WHY**





**2010 FLOOD**



**IS PRODUCTIVITY OVERRATED?**

**OVERRATED**



# THINGS YOU CAN'T BUY IN STORES



# UPDATE YOUR DEVICES



# GOOGLE IS FREE



Get a google account if you don't have one  
(if you have a Gmail you have one)







**CLEAN YOUR DESKTOP**



# SYSTEM PREFERENCES



Notifications

Energy Saver

Trackpad

iCloud

Date & Time

Dictation & Speech

Time Machine



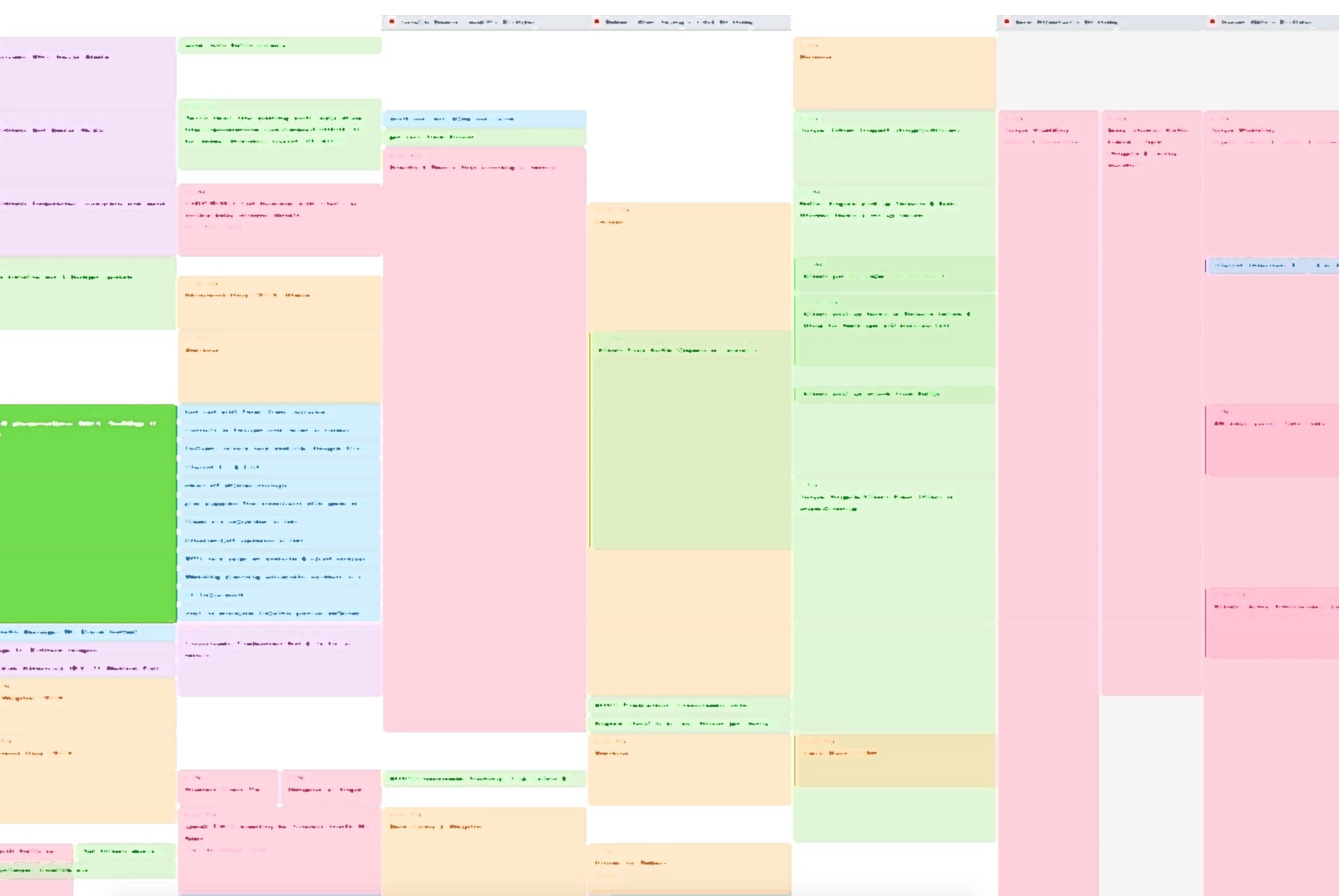


**CHOOSE ONE PLACE TO CHECK EMAIL**



# USE VIDEO TO SHARE A MESSAGE





# COLORS & CALENDAR SHARING



# DEFINE A PAPERLESS PROCESS



*"It's a big misconception. Everyone thinks hell is all fire. Actually, it's all paperwork."*





**ORGANIZE BUSINESS, TEAM, CLIENTS**





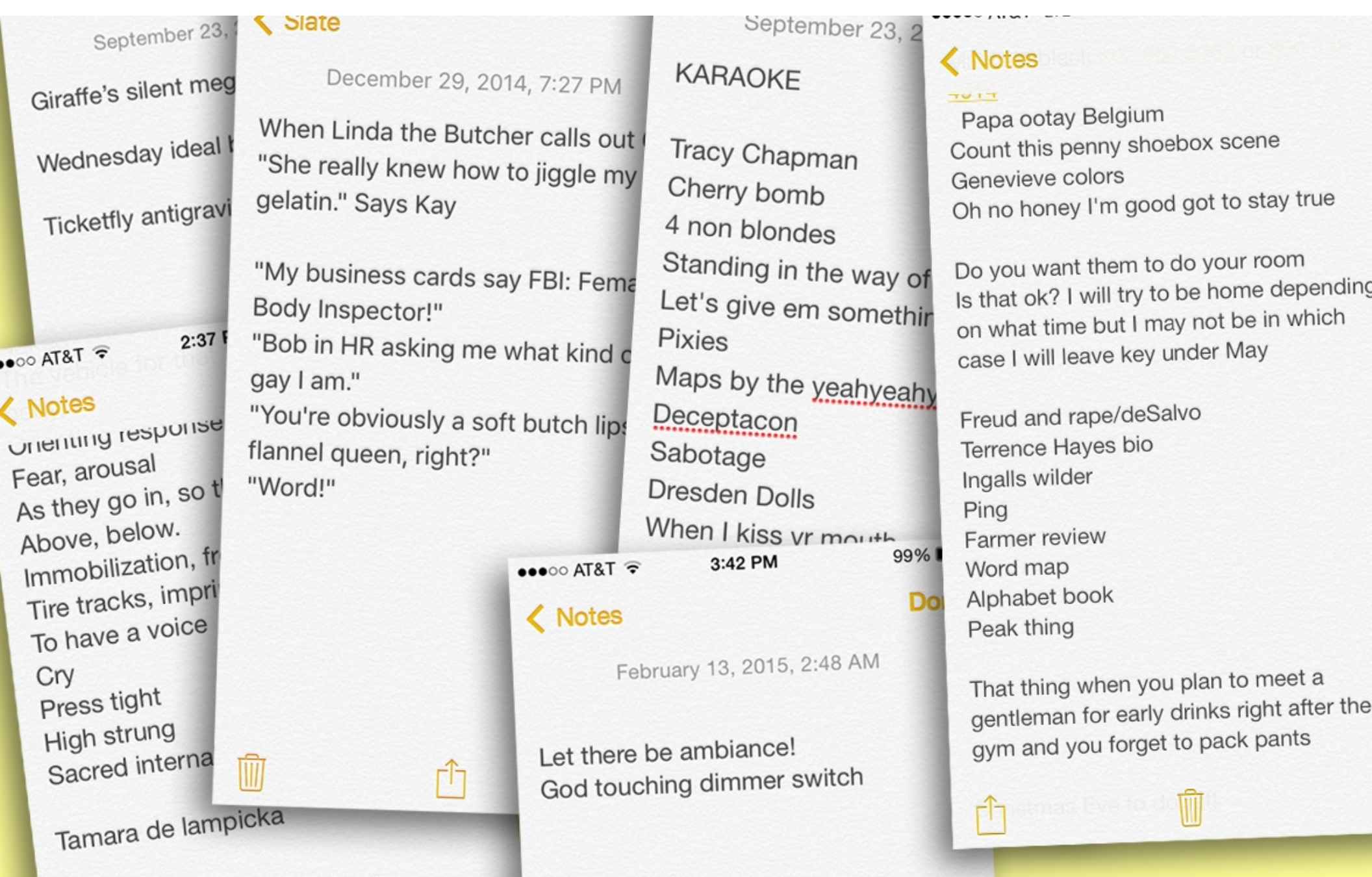
**SAVE MONEY: NO PAPER, PENS, POST IT NOTES**





**VOICE DICTATE REMINDERS WITH A DEADLINE**

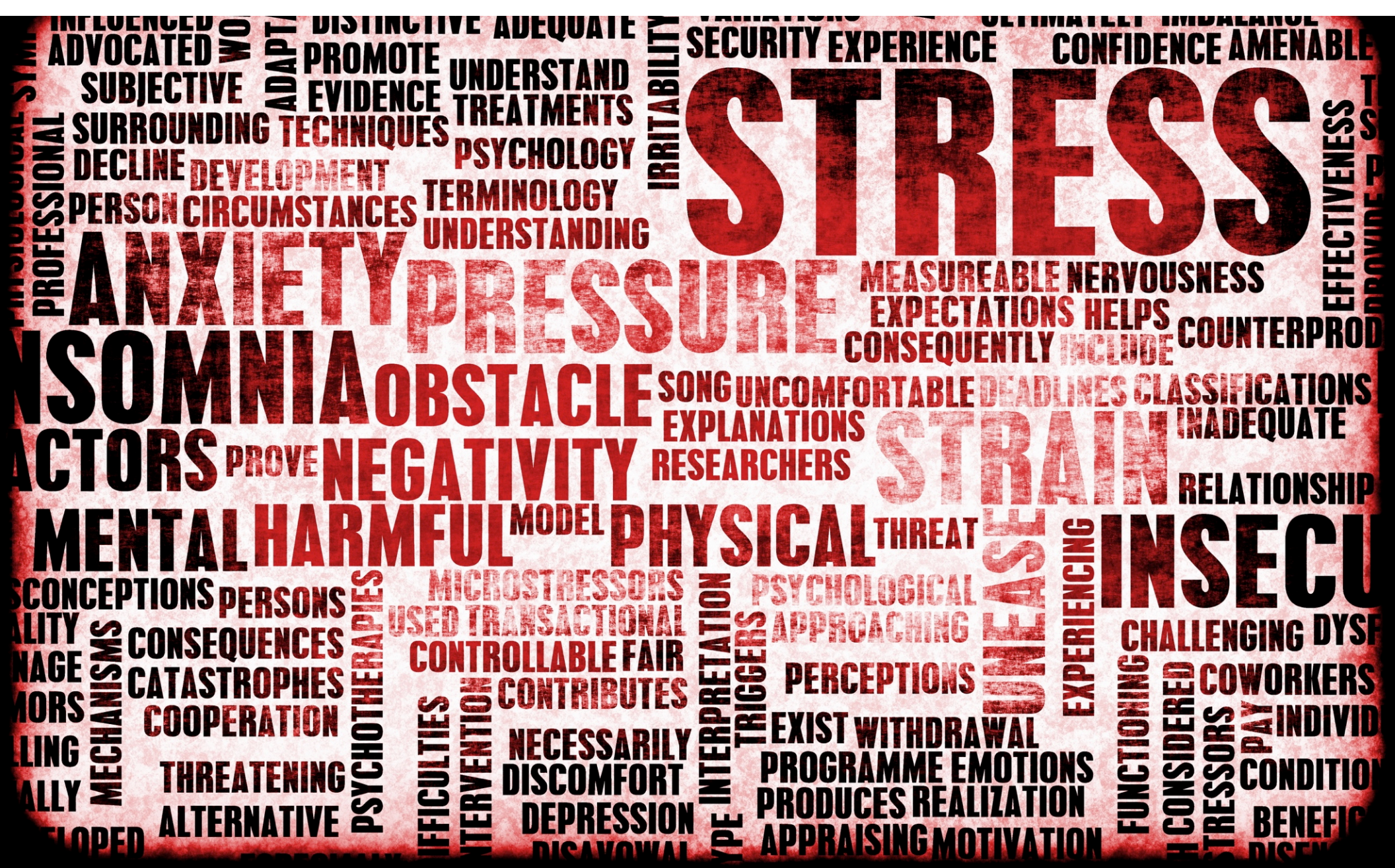




# VOICE DICTATE SEARCHABLE NOTES







USE A TO DO APP WITH TEAMS





**USE AN APP TO CAPTURE RECEIPTS**





hello  
sign

**E-SIGN FOR CONTRACTS**





# PASSWORD MANAGEMENT



# KNOW YOUR USER NAME & PASSWORDS

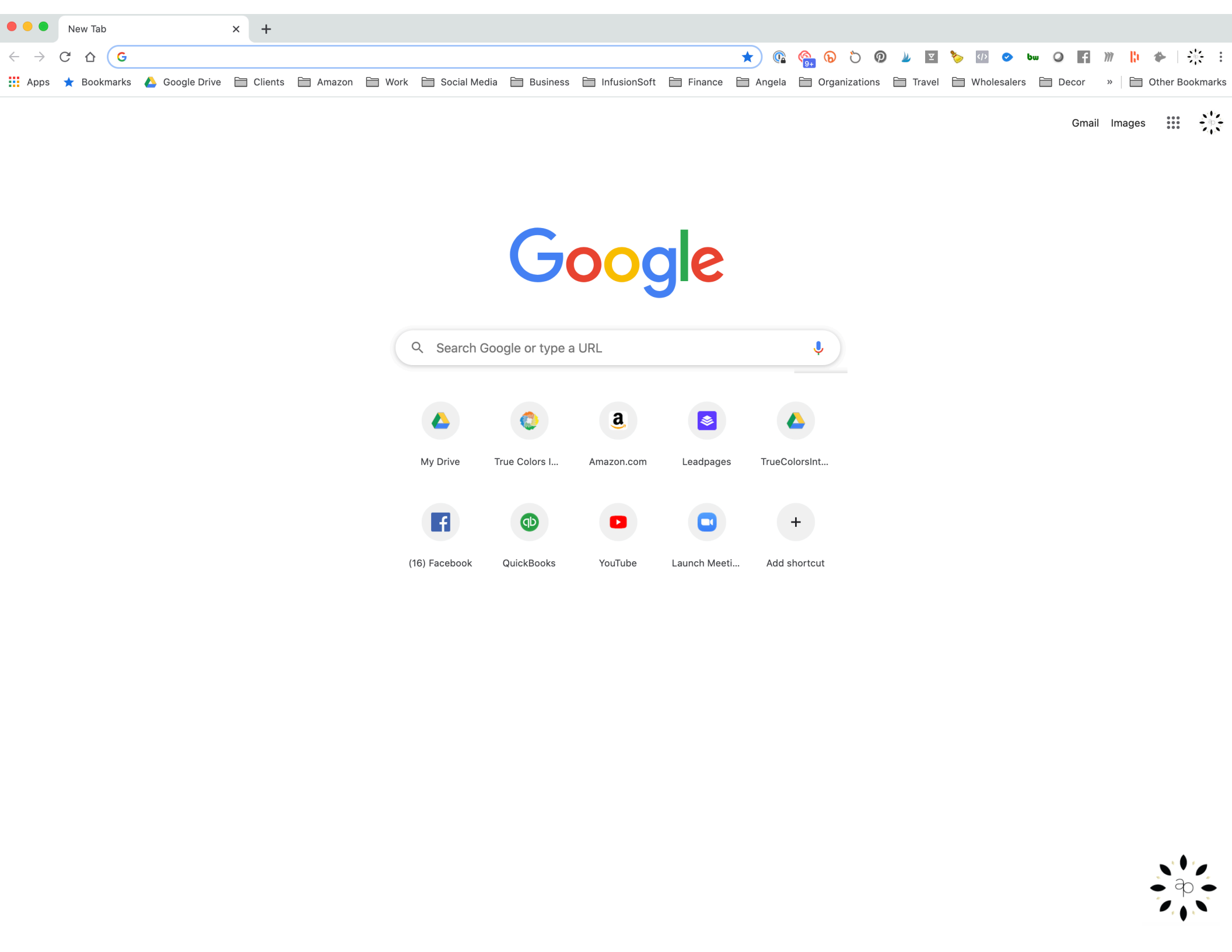


# USE CHROME TO BOOKMARK SYNC



Google chrome





# DEFINE A PROCESS TO SHARE & BACK UP FILES



*“Well, this certainly explains much of the company’s missing data. Who else thought the ‘DEL’ key on their computer was for delegating work?”*





**ARE YOUR FILES BACKED UP CORRECTLY**



# ORGANIZE YOUR FOLDERS WITH A PROCESS



Download to Computer

Selective Sync

Make Folders

Organize by File Name

Name Consistency

Decrease Your Email



# WHY WORK IN THE CLOUD WITH TEMPLATES

Start Templates

File name is important

Documents saved in real time

Work off-line (checkbox)

Share with team, clients





# TIME MACHINE & HARD DRIVES





Mail



Contacts



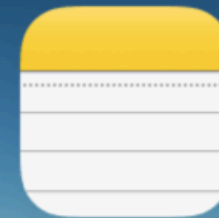
Calendar



Photos



iCloud Drive



Notes



Reminders



Pages



Numbers



Keynote



Find Friends



Find iPhone



Settings



# BACK UP & SYNC YOUR BUSINESS



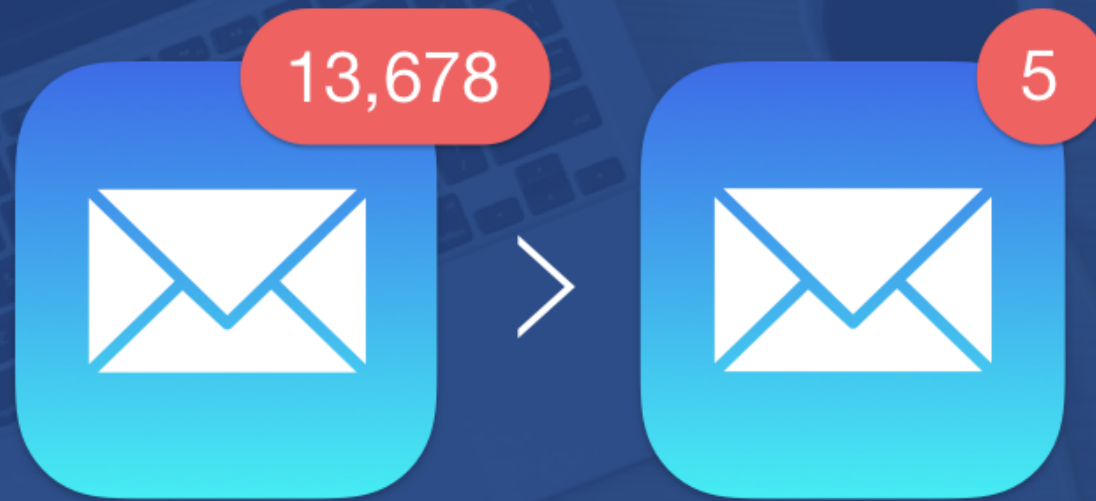
# STORING PICTURES: PICK ONE PLACE





**SCAN IN YOUR PAPER AND SHRED IT**





**SANE BOX: LATER, BLACK HOLE, REMINDERS**





**SCHEDULE EVERYTHING**



WITHOUT RAIN  
NOTHING GROWS,  
LEARN TO EMBRACE  
THE STORMS OF YOUR LIFE.

**BE FLEXIBLE**

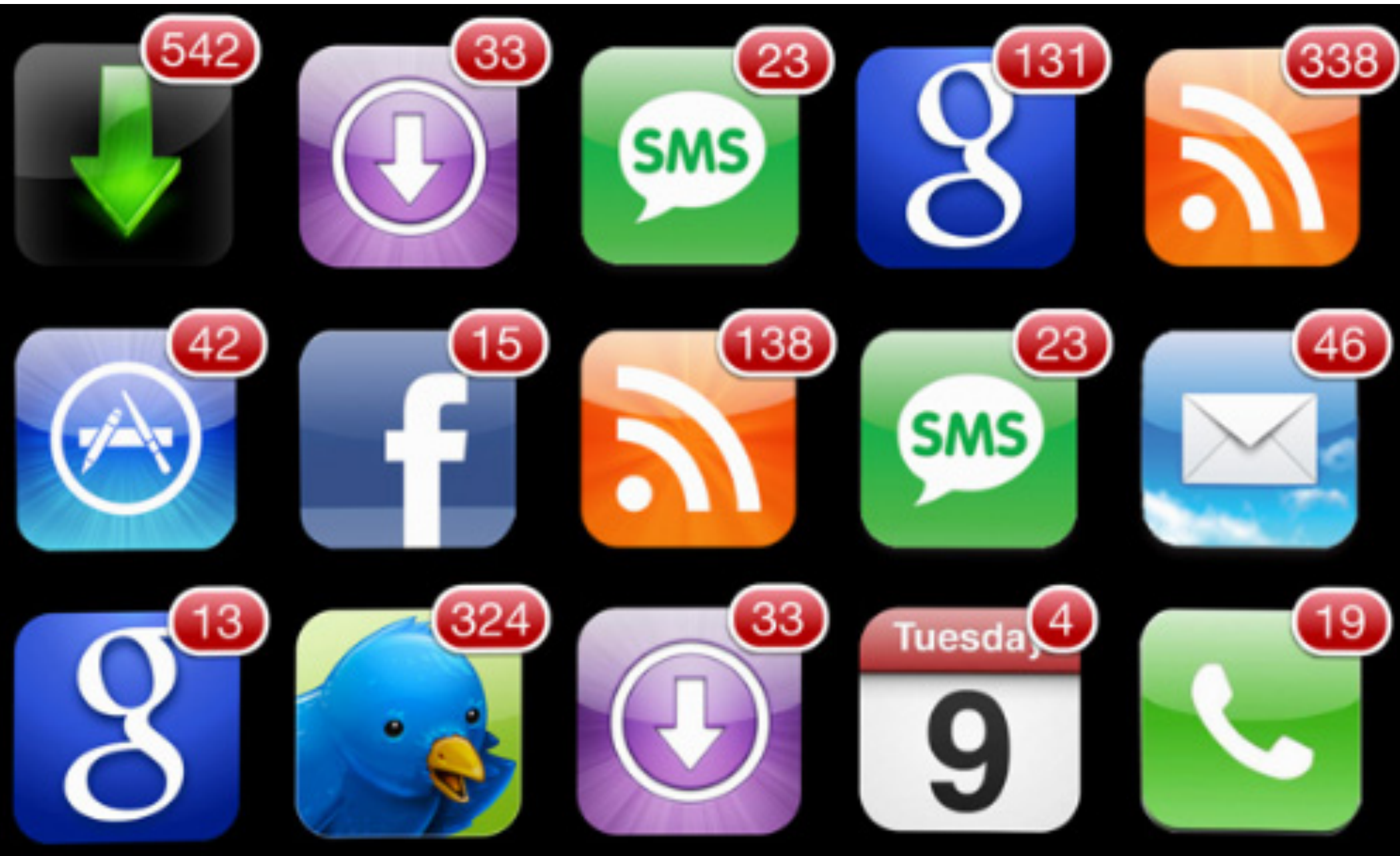




# **DISTRACTIONS**

**STOP: TEXTING, SOCIAL MEDIA, PHONE CALLS, ETC**





**NOTIFICATIONS**





**TIME MANAGEMENT**





# WORK AND LIFE BALANCE

Less Distractions = Increase Focus

Delegate & Outsource = Get More Done

Streamline Communication = Don't Waste Time

**MORE TIME IN YOUR LIFE**





**HOW ARE YOU SPENDING YOUR TIME**





**GET EXCITED TO GSD**





**PLEASE SHARE YOUR #1 TAKEAWAY**  
** @angelaproffitt**



# THANK YOU FOR YOUR TIME



GSD CREATIVE  
[GSDcreative.com](http://GSDcreative.com)



PODCAST  
[BusinessUnveiled.com](http://BusinessUnveiled.com)



VIDEO TIPS  
[bit.ly/gsdchannel](http://bit.ly/gsdchannel)

## RESOURCES ON ANGELAPROFFITT.COM

