

How Technology Can Save Time in Your Career and Personal Life

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Keynote Presentation

Current economic and societal trends have created an environment where organizations and individuals are trying to do more with less. Time is the most valuable aspect of your professional and personal life.

Technology itself doesn't always result in more efficient time management or better communications. E-mails flood our in-box. Voice messages clutter our cell phones. Internet searches consume time; and everyone we communicate with wants an instant reply. It seems we have *less* time.

The problem is not the technology, but rather our use of it. This engaging and interactive presentation takes a close look at specific ways to use technology that will make a significant impact on your ability to get things done quickly and efficiently. We review the practical applications of communication tools, and learn how to be more effective and organized with these tools. Discover how available tools can save you a significant amount of time and enhance productivity in your professional and personal life.

- ✓ Learn how to avoid email overload and telephone tag.
- ✓ How to effectively manage and synchronize valuable contact information from emails, cell phones, pdas and social networks.
- ✓ Discover how to be more effective with tools that help you rapidly communicate with internal and external audiences
- ✓ Secrets to quickly finding what you are looking for on the Internet.
- ✓ Tips to how technology can save time and money when you are on the road.

Outcomes / Impact

Participants learn to leverage their existing communications technology to improve communication, save time and enhance productivity.

