ORGANIZATION IS NOT A MYTH

OCRA

Ohio Court Reporters Association

Saturday, January 21, 2017

Real People   Real Quality   Realtime

Effective Time Management

The benefits of time management

Efficiency

Success

Health

Obstacles to effective time management

→ Unclear objectives

→ Disorganization

→ Inability to say "no"

→ Interruptions

Obstacles to effective time management

→ More interruptions

→ Periods of inactivity

→ Too many things at once

Obstacles to effective time management

→ Stress and fatigue

→ All work and no play

→ Procrastination

Procrastination

- Ignoring the task, hoping it will go away
- Underestimating how long it will take
- Overestimating your abilities and resources
- Telling yourself that poor performance is okay
- Doing something else that isn't very important
- Believing that repeated minor delays won't hurt you
- Talking about a hard job rather than doing it
- Putting all your work on only one part of the task

Patterns of Procrastination

- **Perfectionist** – Focused on excellence at the expense of getting tasks completed on time. (Focused on the future)

- **Postponer** – Focused on having fun and avoiding difficult tasks. (Focused on the immediate present)

- **Politician** – Focused on social commitments and others needs – can't say no. (Focused on externals)

- **Punisher** – Focused on own perceived shortcomings and failures. (Focused on the past)

Overcome those obstacles!

- ◉ Set goals
  - Specific
  - Measurable
  - Achievable
  - Realistic
  - Time-based

Minimize your Distractions
Learn when to say "NO"

- You can't do everything

- Don't undertake things you can't complete

- Remain consistent to your goals

Overcome those obstacles!

- ⊙ Prioritize
  - • Do
  - • Delegate
  - • Delay
  - • Delete

TO-DO LIST:
1.
2. EVERYTHING
3.

Minimize your Distractions
When prioritizing is a priority

- Avoid the temptation to socialize when you have a deadline to meet

- Turn off your cell phones or place them in 'do not disturb' mode

- Turn off Facebook, email alerts, and websites not related to the current task

Overcome those obstacles!

it's time to get organized.

Where to start?

- Cloud-based storage and retrieval options
- Online banking/financial management
- Controlling your email inbox
- Apps and mobile computing

Let's ask how others do it

Cloud-based storage options

- Dropbox
  - *Offers cloud storage, file synchronization, personal cloud, and client software, accessible from any device or computer*

- Microsoft OneDrive
  - *File hosting service that allows users to sync files, photos, share/work together, and accessible from any device or computer*

- Amazon Drive
  - *Cloud storage application offering secure cloud storage, file backup, file sharing, and photo printing*

- Google Drive
  - *File storage and synchronization service allowing file sharing and editing of documents with collaborators.*

Cloud-based storage costs

- Dropbox
  - *2 GB – Free*
  - *1 TB - $99 per year (and up)*

- Microsoft OneDrive
  - *Purchase with Office 365 ($99 per year)*
    - *1 TB – Free*
  - *5 GB – FREE*
  - *50 GB - $1.99 per month (and up)*

- Amazon Drive
  - *Included with Amazon Prime ($99 per year)*
    - *5 GB – Free for videos, music, other files*
    - *Unlimited storage for photos*
  - *Unlimited Storage - $59.99 per year*

- Google Drive
  - *Up to 15 GB – Free*
  - *100 GB - $1.99 per month (and up)*

What do others say?

I back up reporting stuff via Stenograph's Cloud Edge. At the end of every job before I leave, I back up to Dropbox. I also send work units to Dropbox on every job.

I back up work to multiple sources: Google Drive, Dropbox, and an external hard drive. Photos go to Google Photos and Shutterfly.

I use Carbonite and it backs up every morning at 3:30 a.m. automatically. I also do periodically back up on an external hard drive, but that is for work that is already completed, scanned copies of worksheets, and other records.

What do others say?

I back up all of my photos to a separate, small-in-size, portable hard drive.

When I'm working at home, my laptop is hooked up to a hub that has an external hard drive attached.

I back up everything on several jump drives, as well as my external hard drive.

When it's time to be a grown up

QuickBooks offers 5 simple ways to save yourself stress before tax time

- Clear out the clutter
  - *Ditch paper receipts! The IRS now accepts scanned copies of receipts as proof of your expenses.*

  - *JotNot and Shoeboxed are just two smartphone apps that allow you to scan and organize your receipts*

- Keep an eye on the calendar
  - *Don't miss a tax deadline!*

Continued QuickBooks tips

to save yourself stress before tax time

- ◉ Track your deductible expenses
  - *Create an Excel spreadsheet or use an accounting software to keep track of your expenses throughout the year*

- ◉ Don't mix business and pleasure
  - *Keep separate bank accounts for personal and business so there's no confusion come tax time and/or if you are audited*

- ◉ Get professional help
  - *Take the burden off of your shoulders when it comes to taxes and other important financial matters*
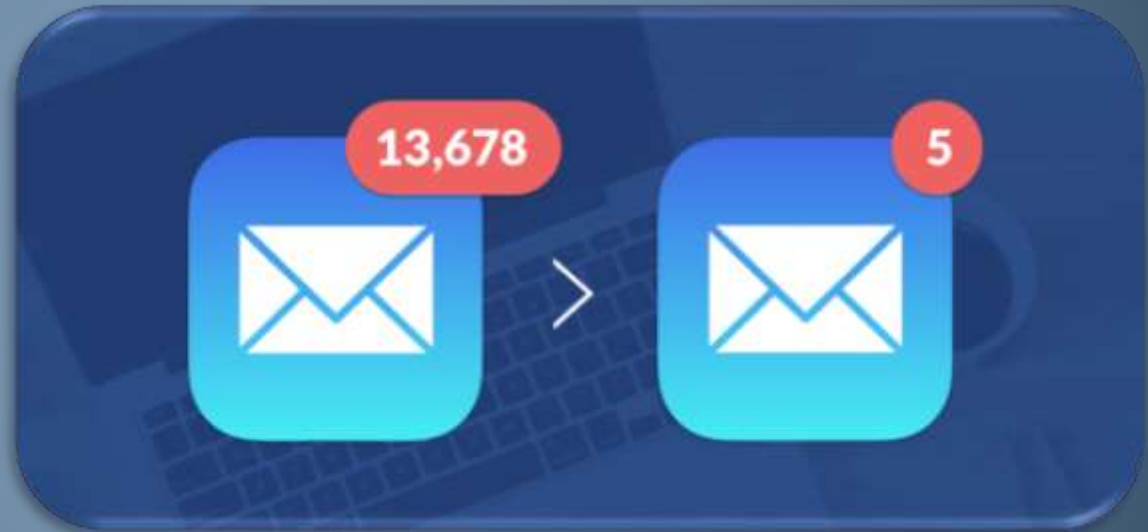
What do others say?

Automatic payments saves by butt! Anything not regularly due goes into a tickler file for reminders of due dates.

The JotNot app is priceless. And it's free! You can scan any receipt, document, photo, etc. onto your phone app. It coverts to a PDF that you can email instantly to yourself or to others.

I have recently started scanning business receipts and records and copying them to a flash drive for delivery to my accountant.
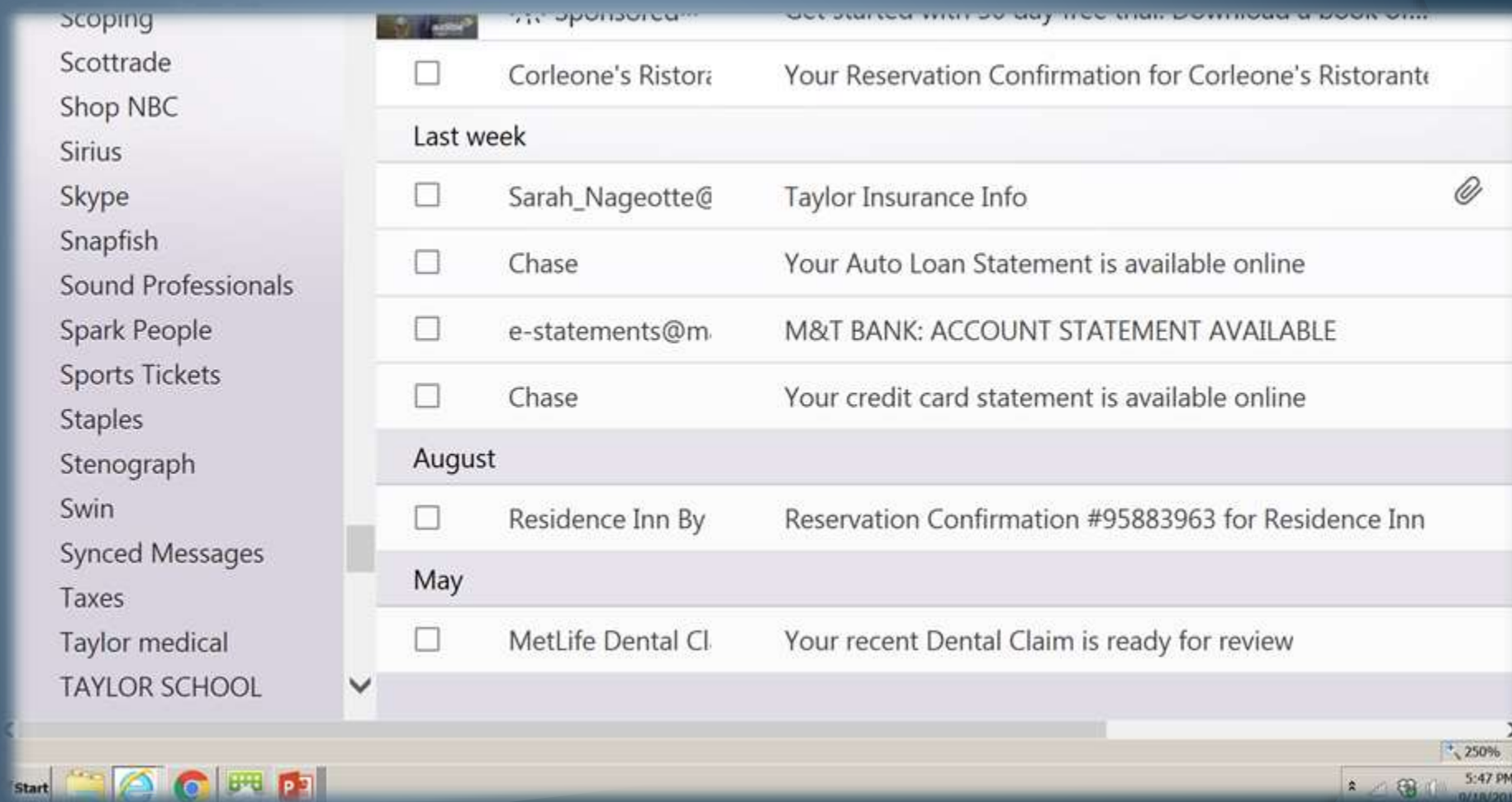
Can you really control your inbox ?

Folders are your friend!

Can you name the app?

Apps for your on-the-go organization

Asana (iOS/Android)
Team Project Management
Task tracking made easy

Trello (iOS/Android)
Project Management/Collaboration
Create tasks, share, and track

Evernote (iOS/Android)
Catch-all app
Create lists, take notes, organize personal and professional projects

Apps for your on-the-go organization

Expensify (iOS/Android)
Expense Reports
Scan, track, organize expenses

Tax Bot (iOS/Android)
IRS Compliance Partner
Track mileage, receipts, get reports

Mint (iOS/Android)
Financial Management
Link accounts, pay bills, check credit

Apps for your on-the-go organization

Dashlane (iOS/Android)
Secure Password Management
Store passwords, receipts, etc.

JotNot (iOS/Android)
Scanner
Scan documents and instantly email

Google Translate (iOS/Android)
Language Translation

Apps for your on-the-go organization
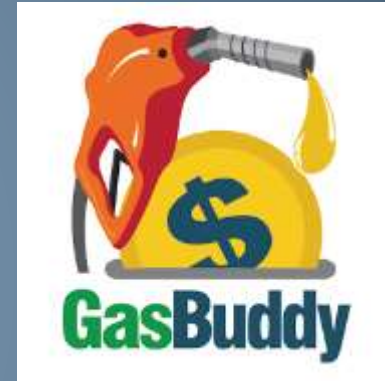
Waze (iOS/Android)
Traffic/Navigation
Realtime traffic reports, navigation based on traffic/best route

Uber (iOS/Android)
Online Transportation
Oftentimes cheaper alternative to taxis or shared bussing

Gas Buddy (iOS/Android)
Gas Prices
Search and compare gas prices

What time management tips
do you have?

Programs? Apps?

Suggestions? Questions?