

ORGANIZATION IS NOT A MYTH



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

Do what you love and make it fun!

I'm a list maker. I try to make a list each day of the things I have to do that day. When my kids were little, we used a whiteboard calendar, and each family member had a different color marker and we put all the activities for everyone to see. The kids loved crossing them off when they completed their tasks for the day!

For me, it's all about prioritizing and doing what you love, and letting others take care of what you're not passionate about. I have a cleaner come in once every two weeks. I love writing/working. It's worth it for me to not have the stress of cleaning. I work and come out to a clean home!

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



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

- ① Track your deductible expenses
 - *Create an Excel spreadsheet or use an accounting software to keep track of your expenses throughout the year*
- ① 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*
- ① Get professional help
 - *Take the burden off of your shoulders when it comes to taxes and other important financial matters*

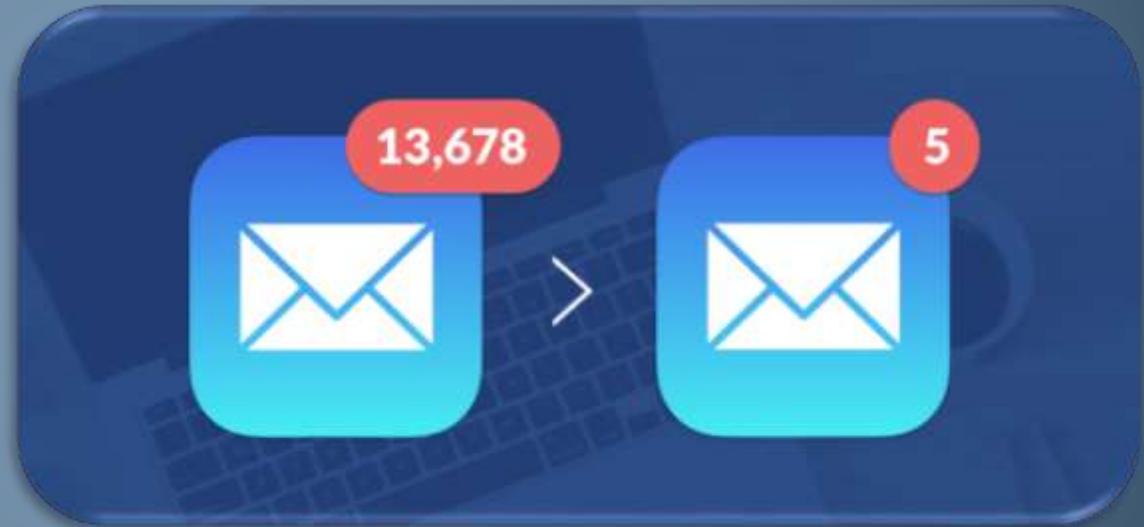
What do others say?

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 converts 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!

The screenshot shows an email inbox with a sidebar of folders on the left and a list of messages on the right. The folders in the sidebar include: Scoping, Scottrade, Shop NBC, Sirius, Skype, Snapfish, Sound Professionals, Spark People, Sports Tickets, Staples, Stenograph, Swin, Synced Messages, Taxes, Taylor medical, and TAYLOR SCHOOL. The message list includes:

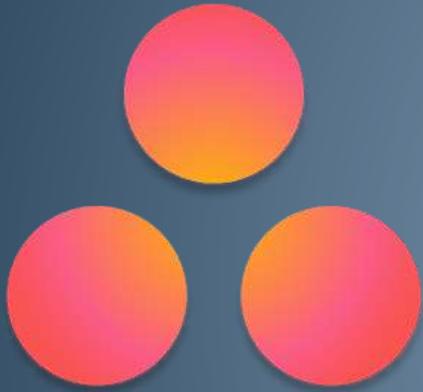
- Corleone's Ristora Your Reservation Confirmation for Corleone's Ristorant
- Last week**
- Sarah_Nageotte@ Taylor Insurance Info
- Chase Your Auto Loan Statement is available online
- e-statements@m. M&T BANK: ACCOUNT STATEMENT AVAILABLE
- Chase Your credit card statement is available online
- August**
- Residence Inn By Reservation Confirmation #95883963 for Residence Inn
- May**
- MetLife Dental Cl. Your recent Dental Claim is ready for review

The Windows taskbar at the bottom shows the Start button, taskbar icons for File Explorer, Internet Explorer, Google Chrome, and PowerPoint, and the system tray with the date 9/18/2011 and time 5:47 PM.

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

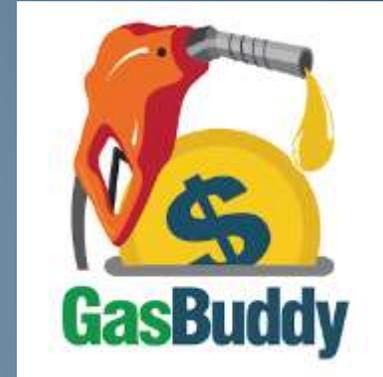
*Realtime traffic reports, navigation
based on traffic/best route*



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?

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