

Technology Time-Savers for the Busy Worker

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When it comes to time management, sometimes the simplest tricks are the best — the ones you learn on the fly that save you a few minutes here, a few seconds there.

In this special report, we've collected the best of Business Management Daily's advice on how to use technology tools you probably already have at your disposal to ease your growing workload.

Technology: Your best friend and your worst enemy

by Joan Burge

With the development of powerful client management software, word processors that seem to do it all, and programs that turn overwhelming amounts of data into easy-to-digest graphs, technology seems to be the best thing that's happened to modern working life.

But pair those innovations with distractingly easy-to-use communication tools, the constant call of social media, and access to every game that's ever been invented at the tip of your finger, and you'll start to see why sometimes the bad outweighs the good.

Starting right now, you should eliminate the use of all personal technology platforms throughout your workday. The easiest way to eliminate the bulk of personal technology use is to take your cell phone off your desk. Close it in a drawer you don't use frequently throughout the day. Even if your company hasn't yet established cell phone rules, you should set your own boundaries! Avoid personal phone calls at work unless there's an emergency. Leaders are taking note of the amount of time their teams are spending on personal technology use.

Many have found that having access to their work email after-hours keeps them looped in and up to date. That's great; however, you need to have one of those courageous conversations with your leader in order to determine when they actually expect you to be checking and responding to work emails. You can set a bad precedent by responding to one email at 7:00 p.m. but not another. Consistency is key!

Hundreds of emails probably fill your inbox every day. That's a lot of communication to address and a lot of useless distractions to deal with. I suggest that when you're focusing on a big project with a tight deadline, you turn off your email notifications. Those constant pop-ups pull you away from the work at hand.

Use email folders to organize and store important messages. Set up your system for storing and flagging critical emails. Become familiar with how to search and navigate your email. That way you never have to "dig" through a messy inbox or "rummage" through deleted emails to find what you're looking for.

Finally, I don't want to leave you with the idea that all technology is bad. It's certainly not. Technology can make your work life better. Invest in and use the programs that help you accomplish your goals. For the programs you use every day like Microsoft Word and Outlook, use the vast sea of free resources available on the internet. The better you understand your tools, the more likely you are to find other ways to save time.

Outlook in the time of work-from-home

As many people moved from a centralized office to home offices and other remote working spaces, the ease of walking down the hall and having a chat about what was on your mind slipped away. Go back even further to a time where when the phone rang, someone picked it up. Some offices even still had that as part of their corporate culture at the beginning of 2020. Then, everything changed and electronic communications of all kinds became key to keeping things flowing in business.

Many information workers have said that the email load increased, in some cases, exponentially within a few months. Consider that while many folks went home to work, this didn't necessarily mean they were doing less. For those who have found themselves swimming upstream in their inbox, here are some helpful hints to get started sweeping away the mess and setting up systems that will allow Outlook to do the repetitive work for you.

Fast clean-up: Sort, group, delete

1. Sort your mail by sender or subject.
2. On the View tab, click the Expand/Collapse button and choose Collapse All Groups.
3. Each collapsed group of messages will show you the number of unread items.
4. Hit the high numbers first. Scan through looking for high numbers of unread message counts.
5. For those that are advertisements, newsletters, social media updates and other perhaps nonurgent priority, you can:
 - Delete them – Sends to Deleted Items folder
 - Shift+Delete them – Permanently deletes them
 - Folder them – Use a Read Later folder (fair warning, you may eventually end up deleting this one)

Prioritize

Give yourself visual cues as to what to work on next. To set up a category, right-click a message and choose Categorize. Create a new one or rename an existing one to something like `_TODAY`. Using the underscore will help it float to the top anytime you right-click and choose Categorize again. Create others like `_DO FIRST` or `_THIS WEEK` and use a logical color scheme like red, green and yellow. So, if `_DO FIRST` is your red one, when that's cleared, move on to the `_TODAY` folder. And, unless you want a really bad Friday, work through a few of the `_THIS WEEK` every day.

If it requires someone else's attention, forward it and move it to a folder called `_DELEGATED`. This keeps it out of your inbox. When you have someone's attention on the phone or in chat, you can quickly go to this folder, sort it by name and say, "By the way...."

Now, if you didn't identify it for action (categories) or delegate it (folder), challenge yourself about keeping it. If it represents business communication that doesn't require action, but is needed to maintain adequate information about a customer, create a folder for that. Put it in there manually or with a rule. Often these are from particular people with particular words in the subject or body. Right-click the message, and choose Rules, Create Rule.... The next screen up allows you to specify both of these. Then, there's a space for sending it to a folder.

To email or not

The quickest way to stop getting email is to stop sending it. Utilize group-working platforms like Teams or Slack to take care of internal quick messages. Manage notifications from these platforms so you're not creating even more email. Meet with your team and decide whether it's best to communicate by email, text, group-working platform or even... by phone! And breathe.



3 quick tips for Outlook users

Staying on track with email. It doesn't take long to start swimming in email at the start of a new year. The trick is not losing the important calls to action in the sea of other messages. One tool to use when you reply is to set a reminder for both you and the recipient. When you reply, click the drop-down arrow in the ribbon for follow-up (red flag), choose Add Reminder and notice that you can set one for you and one for your recipient. Whoever is the one charged with the task, set that due date a day before the due date.

Goal-minding with Tasks. There are thousands of different ways to record and progress toward your goals. If you don't feel like messing around with a new app, use Outlook Tasks. If you plan to track several goals, consider setting up a folder under your Tasks folder for each one. Then, using the "Click here to add new Task" field at the top of the view, start brainstorming all of the things you'll need to do to accomplish your goal. You can even set recurring tasks to remind you of daily self-care goals.

Creating contacts from email. When someone calls you up and says, "Hi! How are you?" are you thinking "Hi! Who are you?" There are some people in your network with whom you may only be in touch occasionally. When you receive your first Outlook email contact from someone, drag it to People to create a contact with that email. The contents of the message will be stored in comments. Pop open the contact to see how you know them. Bonus: If they have contact data in their signature, you can drag it to fields in the contact form.

Two cool Outlook tools quickly create reusable email messages

But should you use Quick Steps or Templates? Quick Steps, though it can quickly compose a repeatable email, cannot use rich text, graphics or hyperlinks, or integrate attachments. For this, you'll need to use a template. Compose your message with everything you'll need, including attachments. Click on File, Save as and save the file as an Outlook template. It will be saved in the right location and be accessible from New Items, More Items, Choose Form. Choose User Templates in File System as the location.

Keyboard Shortcuts: Outlook

Ctrl+>

From within a message you are reading, you can instantly navigate to the next message in the view with Ctrl+> You will likely need to access it this way: Ctrl+Shift+, (period).

Ctrl+<

Ctrl+< has the same functionality as the one above, only navigating to the previous messages. You will access this one on the keyboard as Ctrl+Shift+, (comma).

Ctrl+Enter

When you are ready to send your message in compose mode, you may use Ctrl+Enter. The first time you use it, you will see a dialog box asking you to confirm the setup of this shortcut.

Backspace

If you avoid archiving simply because you think it's too time consuming, cross that excuse off your list. Hitting the Backspace key with a message selected moves it to the Archive folder.

Ctrl+Space

Has copying and pasting created an "overformatted" message with all the colors of the rainbow and a varied selection of fonts? Select the text and press Ctrl+Space to clear formatting.

Shift+Delete

When you're sure you don't need to keep a message, why put it in the Deleted Items, especially when you don't clear those very often? Warning: Shift+Delete makes it unable to be retrieved.

Where to find useful how-to learning online

As fast as technology changes, you may find yourself searching for instructional videos on how to use new applications and new features on *old* applications. In fact, you may spend just as much time searching and sampling information as you do using your tools. Here are some time-savers.

How to Search

If you go to your favorite search engine and type in Excel Formulas, you'll get a ton of results. So, the first tip is: Be specific! If you want to know how an IF statement works in Excel, type "How does an IF statement work in Excel?" You will likely find the answer to your query on the first screen.

Searching new features like Power Query might yield results from older versions that may not be helpful. So, include the version you're using, too.

Also, click the Tools link under the search criteria field and then the Anytime drop-down link. Choose results within the last year or even the last month if there has been a recent update.

Now your results are more likely to yield an answer. Know that the provider (e.g., Microsoft) will have the most comprehensive information. But other sites might explain things better.

Where to Search

Searching Google is like searching the ocean for a particular drop of water. You might prefer to search YouTube instead. After entering your search criteria and launching your search, look at the top left for the Filter button. Click this to narrow results by upload date or other criteria. YouTube can be a bit like the wild west. You may have to start and stop several videos to decide whether they answer your question and whether you can understand the presenter. As well, there are many people creating YouTube videos who have a relatively limited understanding of what they're presenting. If you find a solution to your query, check it out on another video or two to make sure it's accurate.

Building a Library

Once you find sites or presenters you like, save those links, and subscribe to their channels or newsletters. Don't be afraid to ask questions in the comments sections of website blogs or videos. Those of us who post tips out there love talking about this stuff!



Did you know that Word can translate your documents for you?

If you receive a document in another language, on the Review tab in the Language group, look for the Translate button. You can either choose Translate Document or Translate Selection. The Translator task pane will appear on the right and allows you to choose a From language and a To language. It will also translate in real time while you type if you keep the pane open. Use the Translator only for better understanding. To produce a translation that supports a legal agreement, always use a professional translator.



Change styles easily in Word

If you've ever lived through a branding change, you know the heartache of having to change pages and pages of content to reflect new colors and fonts. If you use Styles, this change is a breeze. Simply change one occurrence of the style—for example, a Heading 1. Then, on the Home tab in the Styles gallery, locate the style and right-click the tile. Then choose Update <style name> to match the selection. Every occurrence of that style will now reflect your new fonts and colors.



Clean up formatting chaos in Word

Ever receive content so you can “make it pretty” or “clean it up?” What you received may be a heavily, but not necessarily coherently, formatted document. Here are two tips. If Styles have been used and just haphazardly changed, select everything (Ctrl+A), then press Ctrl+Spacebar. This returns everything to the default formatting for that style. A more “scorched earth” approach is to use the Clear Formatting button on the Home tab. This sets it all to Normal style. From here, you can start over with Styles.



Keyboard Shortcuts: Word

Ctrl+↓

Move from one paragraph to the next with Ctrl+↓. This shortcut is especially useful when someone says, “3rd paragraph down on page 10.” (*Tip:* Try Ctrl+G to go to the right page, first.)

Ctrl+→

If you don't like squinting just to click in exactly the right spot, try Ctrl+→ from the beginning of a line (or the end of the line and use Ctrl+←) to get to a particular word.

Ctrl+Bkspc

Most of us know you can select a word and use the Delete key to delete it. But did you know that you can use Ctrl+Bkspc to delete the previous one?

Ctrl+Alt+1,2,3

Heading styles in Word are a powerful and versatile feature. You can easily set selected text to Heading 1 style by using the shortcut Ctrl+Alt+1. Ctrl+Alt+2 and Ctrl+Alt+3 will set Heading 2 and Heading 3, respectively. Select multiple lines to set all to a particular heading style.

F5

Quickly navigate by page, section, line, bookmark, comment or footnote with Go To. The default is page, so if you wanted to go to page 100 in your document from wherever you were, press F5 and type the page number. Go up or down by clicking Next or Previous.

Ctrl+H

Launch Find and Replace with Ctrl+H. When the destination of Ctrl+F changed to the search field of the Navigation Pane, getting to the Replace tool became a little murky. Ctrl+H gets you right where you want to be.

F8

Using F8 puts Word into Extend mode. Now what? Press F8 again to select the next word, again to select up to the next period. Press it one more time to select the whole paragraph. No clicking and dragging!

F4

With F4 you can do whatever you just did, again. It's kind of the opposite of undo. Let's say you just applied bold formatting for a word of text. Click in the middle of another word, or select several words, and press F4 to repeat bolding.

F7

Apply F7 to spell check the selected word (or 'from this point forward'). This will reveal both spelling and grammar errors.

Use your spacebar to zip through the web

You've probably gotten used to using your mouse to manually scroll down a webpage. But the spacebar is not just an essential key for writing, you can also tap it to scroll down a webpage with ease. Want to scroll back up? Tap Shift + spacebar.

Screen time helpers

Screen Time — Downloadable from the Chrome Web Store for your PC. There are plenty of apps for the phone, but this one helps keep you focused by limiting your time on sites that take you away from your work, such as social media and entertainment sites.

Apple Screen Time — Available for iPhone and iPad settings. If you have an iOS small device, you already have this feature! This little tool helps you measure and limit the time you spend on your device. Great for families, but it is also great for those who are on the screen into the wee hours.

Flora — Available for iOS, Android and as a Chrome extension for your computer, this app gamifies staying off of distracting sites by “growing” or “killing” trees. Challenge friends and co-workers to see whose to-do list gets finished first and who has grown the most trees!

Instead of copy/paste in Excel, try this

Copying and pasting doesn't always produce the results we need and can take a lot of clicking and dragging. To select data in a column, click on the first cell, then Ctrl+Shift+Space before you copy. This will stop before the next blank cell. If you've typed a formula into the first row and want it on each following row in your list, place your cursor over the Autofill handle (tiny black box, lower right of a cell) and double-click. Copy it down only one row, with Ctrl+D in the blank cell below.

Pin your frequently used Excel workbooks for easy access

If the Excel icon appears in the Windows taskbar, right-click it. Recently opened files appear in the pop-up list. Hover over it and you'll see a thumbtack icon. Click that to have it always appear at the top of this list. Just right-click the Excel icon and select the pinned file to open it. From Excel, you can do the same, from the File tab. From Recent files, hover over the one you want, and you'll see that thumbtack icon again. Click it to have it appear in Pinned files, also viewable from this screen.

Comparing Excel lists

The easiest way to compare two lists of what should be the same things is to do a VLookUp on a column that should have a unique value per list. A VLookUp is structured as: What do you want to look up? Where do you want to look for it? Which column do you want to return? What do you want Excel to do if it can't find

it? So, =VLookUp(What, Where, Which, What if). Start on your source list, and type the VLookUp function. Press the tab key to open the parentheses in the formula. Click on the cell in the column that is to contain the unique value on the source list, followed by a comma. Then select the entire column of data in the target list that is supposed to be unique.

Might be a good idea right there to press the F4 key. This will create “absolute cell references” that look like this: \$A\$1:\$A\$300, or whatever the last row is. This keeps the target range in your formula from automatically incrementing the row numbers as you move down your list. In the next field in the VLookUp function dialog box, type a 0 in the last field. This tells Excel to find the value exactly, not approximately. Press enter and copy it down.



Keyboard Shortcuts: Excel

Ctrl+Enter

Use Ctrl+Enter to select all the cells in which you want the same thing to appear. You can click and drag or use the Ctrl+ or Shift+ arrow keys. Once you’ve selected the cells, type your text or formula, then Ctrl+Enter.

Ctrl+Tab

Working in more than one workbook? Ctrl+Tab will take you to the next one. Unlike Alt+Tab, which takes you to the next window, regardless of the app running, Ctrl+Tab stays within Excel.

Ctrl

Activate Quick Analysis options by selecting the data you might want to visualize, summarize or aggregate. Then, press the Ctrl key to bring up the Quick Analysis options box.

Alt,1

If you store workbooks in OneDrive or SharePoint, AutoSave will automatically and periodically save changes. When it’s more of an inconvenience, turn it off with Alt,1. This same shortcut turns it back on.

Shift+F11

Easily add a new worksheet with Shift+F11. It inserts it to the left of the active worksheet. If you use a Surface or similar device, be sure the Fn key is pressed to use Function keys.

Ctrl+F1

Need to see more spreadsheet and less ribbon? Use Ctrl+F1 to hide the ribbon. Need it back? Use the same shortcut to reveal it again.

Ctrl+;

Need to put today's date in a cell? Try the Ctrl+; shortcut. Whatever date your computer says it is, is the date that will be entered into the cell. Always need the cell to convey the current date? Try the TODAY() function. This will create a constant that doesn't change.

Ctrl+:

Someone finally made it easy to enter the current time into a cell. The Ctrl+: shortcut (which can also be interpreted as Ctrl+Shift+;) will enter the time in the correct format.

Ctrl+;,Spc,Ctrl+:

To enter the current date and time as a constant, in edit mode, use the Ctrl+; shortcut, followed by a tap on the spacebar, followed by the Ctrl+Shift+; shortcut. To always have the current date and time, use the NOW() function. Be sure to format the cell to show both date and time. Otherwise you may only see time.

Time to unplug: Stop feeling like you're always 'on'

Technology is increasingly blurring the line between home and office. The ability to log into the company system at any hour from one's own computer or answer emails beyond traditional business hours offers a great deal of convenience and flexibility. However, it also can lead to the feeling that you're always "on."

Having children and/or a spouse around 24/7 during this crisis further contributes to the lack of distinction between professional life and private time. No doubt the arrangement has been a godsend for many businesses and educational institutions that would have had to cease operations completely without a remote option. However, the jumble can prove stressful.

With the odds heavy that many workers will remain virtual for the foreseeable future, consider these strategies aimed at helping to disconnect and unwind:

Give work its own physical space

Creating a dedicated room (or even just a table) for job-related tasks not only keeps your materials at the ready and your weekly report from accidentally ending up in your son's biology folder, it establishes a mindset. Instead of work tools and papers creeping into all areas of your home and reminding you of things that still need finishing, they stay out of sight and out of mind.

"In my home, when I close my office door, you would never know that I work from home," says Orlando personal injury lawyer Tina Willis. "The rest of my house looks like a home, not an office or work station. I think that helps mentally with separation once I finish working each day."

Take tech breaks

Can't resist the temptation to complete a little bit more or check every incoming message regardless of the hour? Consider logging off the computer and turning off the phone during certain periods of the day, after a set time in the evening, or on weekends. If you wish, set up a reply message notifying the sender when you'll respond, or include your "office hours" in your signature line and voice mail.

"Because PR is a 24/7 profession, I make a point to completely shut down my cellphone and laptop between the hours of 5-7 p.m. (sometimes longer) to give my full attention to my family and friends: dinner time, homework, and scheduled social activities," says Mary Ellen Ynes, an independent communications professional based in the San Francisco Bay Area.

Create rituals

When you went to the office, chances are you had patterns that gave the day structure and flow, such as heading through a drive-in for coffee on the way in or reading the newspaper on the train ride home. Such habits allow transition between work and private time. Look for ways to incorporate similar cues in your present situation, perhaps by brewing a pot of tea before sitting down at the computer in the morning or walking the dog as the bridge action between the end of work and the start of evening relaxation.

"Change your clothes," suggests Nate Masterson, HR manager for Maple Holistics. "As amazing as it sounds, working from your bed in your pajamas may be good for a day or two, but not as a lifestyle choice. You need the physical aspect of it to match the mental change you are implementing. Home is home and work is work, even if

work happens to be at home. And, contrary-wise, when you are done, change back to your hangout-at-home clothes as soon as you can.”

Make a point of relaxing

Lastly, be certain to give downtime its due. Give your full attention to people that matter and activities that you enjoy during nonwork hours. Carve out time for an online exercise class. Do a crossword puzzle without interruption. Cook a fancy dinner with your spouse for a home-based date night. Gather the kids for a rousing game of Monopoly. Just because you “saw” your family during hours when you’d usually be at the office does not mean you actually had quality interaction.

“When you work from home, it may be difficult to disconnect from your work. But, consider this: Time away from work actually helps you become more productive,” says Maura Thomas, author of *Personal Productivity Secrets*. “Breaks aren’t just a nicety. You need them to do your best work. Unwinding with friends, family and hobbies reduces stress and energizes your brain. But you lose those benefits if you spend evenings and weekends wrapping up ‘just one more thing’ for work or constantly emailing.”

Use EverNote to track your ideas

EverNote is an app that sets up a personal space allowing you not only to plan your schedule, but jot down information and notes fast, and manage your expenses. Your notes can contain photos, files, audio, saved web content, and to-do lists. Evernote is a free online service that allows users to upgrade to Premium or Business accounts. Find out more at www.evernote.com



Keyboard Shortcuts: PowerPoint

B

If your audience gets fidgety or looks confused, sometimes it’s good to bring them back to your face and your voice. Press B on your keyboard to black the screen.

N

Notice the size of the letters on the Page Down key. Notice its location. Not easy to find in a pinch. Now look for the N key. Bigger and right at the bottom of your keyboard, almost at the center.

P

While it's not as ideally located as N on the keyboard, the P key is also large and easier to find than the Page Up key. Perfect if your clicker goes on the blink.

Ctrl+↑↓

If you've ever had to use a touchpad mouse, you know the struggles of clicking and dragging a slide around a presentation. Ctrl+↑↓ works from the navigation pane. Select a slide or a section and move it up or down in the presentation order.

Ctrl+Shift↑↓

From the navigation pane, Ctrl+Shift↑↓ moves a slide or section to the very top or very bottom of the presentation. It's great for quickly getting something out of the way, without deleting it. Works on multiple slides, too. Ctrl+Click to select slides, and then use this shortcut to move them.

Ctrl+S

In the middle of a presentation, and need to go back to a specific slide? Use Ctrl+S to get the menu of slides. Type the slide number indicated to navigate directly there. It even shows you the last slide you were on so you can get back quickly.

Ctrl+Shift+Tab

Easily switch to Outline view with Ctrl+Shift+Tab. While you can do this from the ribbon, it's easier to create your presentation outline and see it transformed into slides in one step.

Alt+Shift+1

After completing your content in Outline view, get an overall picture of how your presentation is organized with Alt+Shift+1. It collapses the outline down to slide titles.

Alt+Shift+↑/↓

If you need to move a slide up or down in the order, use Alt+Shift+↑/↓ (up or down arrow). If your outline is expanded, you may need to select the title and its bullets.

Keyboard Shortcuts: Windows 10

Win+B

Small screens and touchpad mouse pointers can be frustrating when working with items in the notification area. Win+B followed by Enter allows you to navigate this area with your arrow keys.

Win+H

If typing is not your strong suit, voice type with Win+H. Whether you're in an open Notepad file or a cell in Excel, what you say is recorded as text. Say "stop dictating" to get it to stop.

Win+V

View the list of clipboard items from each time you used Copy or Cut with Win+V. Use arrow keys to select and Enter to use it in the open application.

Win+← or →

Snap window left or right: After snapping, choose any other window. It automatically snaps in the other direction. Great for working across multiple Excel workbooks and between email and calendar!

Win+D

This combo will get you back to your desktop, then back to whatever you had open. If you're working on something confidential, it quickly clears your screen. When you have privacy again, use the same shortcut to restore then open windows.

Win+U

Need to change your display settings, turn on the Narrator or make any other settings changes? This shortcut brings up all your Windows settings.

G Suite tips & tricks: Timesaving changes to make

So many people adopted Gmail for their personal email accounts and became used to working in their Google apps in a very basic way. As organizations began to adopt G Suite, Google's business platform, few people explored what more was possible on their new business productivity platforms. Here are three simple tips to make you more productive.

World Clock

Do you interact with co-workers, customers and suppliers from around the world? Add the World Clock to your calendar. With this handy tool, you can click a meeting on your calendar and check the time in multiple time zones. To add it:

1. Click the settings gear at the top right of your calendar and choose Settings.
2. Under General, select World Clock.
3. Turn the World Clock on.
4. Add the time zones you wish to display.

Now, when you click on an event in your calendar, look at the left navigation pane, below the small calendar, to see the other time zones reflected. You'll even see a sun or a moon to let you know whether the meeting will be a daytime or nighttime one for folks in that time zone.

Templates for multiple signatures

Do you need multiple signatures for your multiple roles? You can use templates to meet this particular need. To create your templates:

1. Compose a blank email and add the signature, including any logos or links.
2. In the lower right corner of the compose dialog, click the vertical ellipses.
3. Select Templates, then Save draft as template.
4. Name it and click Save draft as the new template (or save over an existing one).

To use an alternate signature:

1. Compose a new email message.
2. In the lower right corner of the compose dialog, click the vertical ellipses.
3. Under Insert Template, choose yours.

This feature is also useful for new messages and responses you send all the time that are relatively the same.

Create to-do lists from email

Most of us get our calls to action via email. Whether it's a to-do item for our team, an event for which we'd like to register or some research we need to do, an email can trigger the task and provide background for getting it done. To create these to-do items:

1. From the open message, click the ellipses on the right of the toolbar above the message.
2. Select Add to Tasks.
3. You can stop here, click the pencil icon to move it to a specific list or edit the task and add:
 - a. Details.
 - b. Subtasks.
 - c. Date/time.
4. When you're done with the item, you can close the panel by clicking the X in the upper right corner. To access it again, click the Tasks icon (blue circle with a check mark).

Use Gmail's Smart Replies to improve response shorthand

Smart Replies are a function in Gmail or G Suite-based email accounts. When you enable this function, Smart Replies will predict what you want to write in response to an email in your inbox. It's a great way to dash off routine messages you'd otherwise have to type out, saving yourself ten or twenty seconds per reply.



Keyboard Shortcuts: Google Docs

Ctrl+Shift+C

Keep track of how many words you're generating with Ctrl+Shift+C. You get the word count as well as the number of pages, characters and characters not including spaces.

Ctrl+Shift+S

Switch to voice typing mode with Ctrl+Shift+S. Whether you need to work without a keyboard in a small space or are mitigating stress on hands/wrists, voice typing is a great alternative.

Ctrl+

Did you just open a document where the formatting isn't in line with corporate standards? Start over by selecting the text and using **Ctrl+** to clear all the formatting, but keep the text.



Keyboard Shortcuts: Google Sheets

Ctrl+;

Use Ctrl+; to enter today's date into a worksheet cell in Sheets. The date is entered in the default format set in Google location settings. These are serial number dates that can be used in date calculations.

Ctrl+:

If you're tracking time, you can use Ctrl+: to input the current time in the default time format matching your Google settings. You can do math with these to determine how long something took.

Ctrl+Shift+3

Sometimes when you do math with a date, the date format will shift back to just a number. Ctrl+Shift+3 will set it right.