



Efficient Productivity Methods

"Time stays long enough for those who use it." - Leonardo da Vinci

Through four areas of focus, this seminar/webinar will demonstrate methods for maximizing available time to accomplish tasks. Examples will include technology you may already have or could utilize at no additional cost, and artificial intelligence prompt instructions.

TASK TRIAGE Priority Setting. How to ensure unforeseen problems and constructive ideas are resolved in the most efficient manner? With a method for ranking the absolute priority of tasks. Simple and easy to begin, it will be compared with two other long-established but limited task-prioritizing methods.

ONE-BUTTON Data Retrieval. Searching for, copying and pasting web data locally is time-consuming and prone to error. Instead, learn about a readily available feature for gathering and updating structured and unstructured web data - ultimately with the push of a button.

WEB ALERT Automated Notification. Many websites offer configurable alerts but require an account to do so. Furthermore, every potential source of the information update we might want cannot be known. What if just one or several alerts could scan different areas of the web for updates on industries, competition, acquaintances, prices and more? They can.

HANDS-FREE Idea Transcription. Are we ever driving, walking or relaxing when the brainstorm hits? Our computer or a notepad and pen may not be nearby. The idea might be too lengthy and detailed for thumb-typing into our phone, or typing out later from a voice recording. Learn how to prevent that perfectly-worded passage from slipping away.

The session is 45-60 minutes in length plus Q&A. Participants will receive a session summary PDF, a Task Triage Excel workbook containing a starter template and instructions, plus a Power Query example Excel workbook.

Steve Chapelle has been providing information privacy and security education to Canadian professional, parent, student and retiree organizations since 2006. Prior to that he spent over 20 years in information technology management, analysis and customer service, primarily in the financial services sector. Experience has included security, availability and disaster recovery planning. He is also an instructor and developer at the [Udemy](https://www.udemy.com/) online course platform, and the author of 'No Decision: The 1919 Stanley Cup Final' about the Spanish Flu pandemic, available at [Amazon](https://www.amazon.com/).



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