

7 Ways to Use Technology to Simplify Your Life

Accelerating Excellence
Podcast Episode #34

"Our minds are for having ideas, not holding them."
– David Allen

The primary purpose for each of these technology hacks is to become efficient in routine tasks so you can give your best time and energy to more important tasks, experiences and people.

1. TECHNOLOGY HACK #1- USE YOUR SMARTPHONE CAMERA.

Use your smartphone to take a picture of your section in a parking garage or at the airport. Quickly capture inspiring quotes or business receipts. Your smartphone camera is a great, simple technology tool.

2. TECHNOLOGY HACK #2- USE LISTS

Get in the habit of putting grocery items and the like on your phone when you run out of something at home. Then try and pick up those items while you are already out and about. Try to avoid normal busy times for stores. Other uses for lists include a standard packing list for travel and lists for books you would like to read, etc.

3. TECHNOLOGY HACK #3 – USE REMINDERS

Do you have to change your contacts every 30 days? Do you want great concert tickets that go on sale at a certain time and date? Get these off your brain and on your phone with reminders.

4. TECHNOLOGY HACK #4 – USE A MASTER PASSWORD APP

How many times have you forgotten a password and needed an email sent to you to re-set it? With a password app, all you do is remember 1 master password to get in the app. Then you search all your usernames, IDs and passwords. This has saved me a lot of time. There are many Password apps. The one I use is **1Password**. <https://1password.com/>

5. TECHNOLOGY HACK #5 – USE A TASK MANAGER

The foundation for a strong personal productivity system is capturing all your tasks in one place. Again, there are many task manager apps. The one I use (and love) is **ToDo Cloud**. It syncs across all devices. <http://www.appigo.com/>

6. TECHNOLOGY HACK #6 – MICROSOFT ONENOTE

This is a great program to keep all your information all in one place. You can store text, pictures, graphics, screen clippings and many other types of information. The set-up is easy to understand, Notebooks, Sections, and Pages. <https://products.office.com/en-us/onenote/digital-note-taking-app>

7. TECHNOLOGY HACK #7 – THE GOODNOTES APP

GoodNotes essentially allowed me to go paperless. I use it with my iPad and Apple Pencil and love the way it writes. Now all my notes are in one place, organized and easy to find. No more file cabinets. <https://www.goodnotes.com/>

"Don't go around the block to get next door."
– Alan Weiss