



PRODUCTIVITY TOOLS FOR WORKING SMARTER, NOT HARDER

Ilios Digital Organizing

Partnering with you to organize
your information and
streamline your workflow.

April Merritt,
MLIS



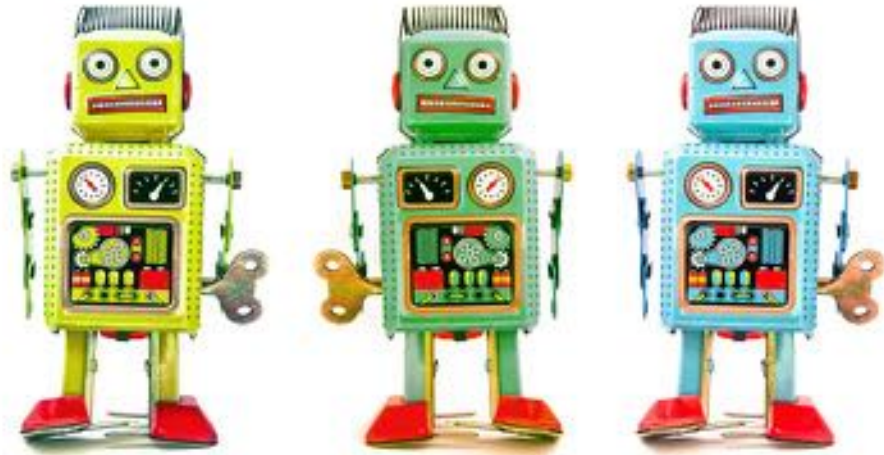
Who am I?

Who are you?

Why are we here?

What are we doing?





Working Online

Safety First

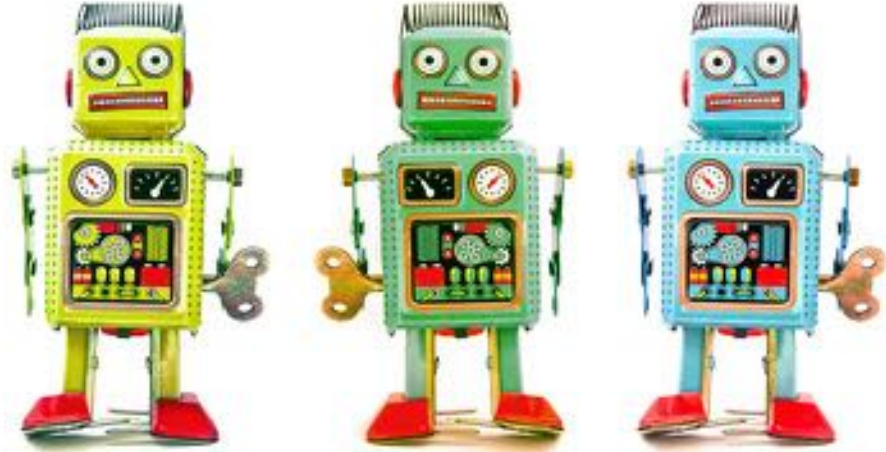
2 Factor Authentication
Password Managers



Mind Your Manners

Click with care
Know your friends
Minimum risk





Right Tech, Right Task

Contact Management/CRM



Who do you know?
How do you connect?
Are they loved?
What do you need?

3 types of CRMs

Email Management



Inbox Zero
A. R. T.

Task Management



What's your view?
Cross Platform
GTD

Schedule Management



Meetings with me,
and meetings with
you two!

Document Management



Find it fast
Find it everywhere

Content Curation



Content comes to you
Ask & receive
Sharing what you find

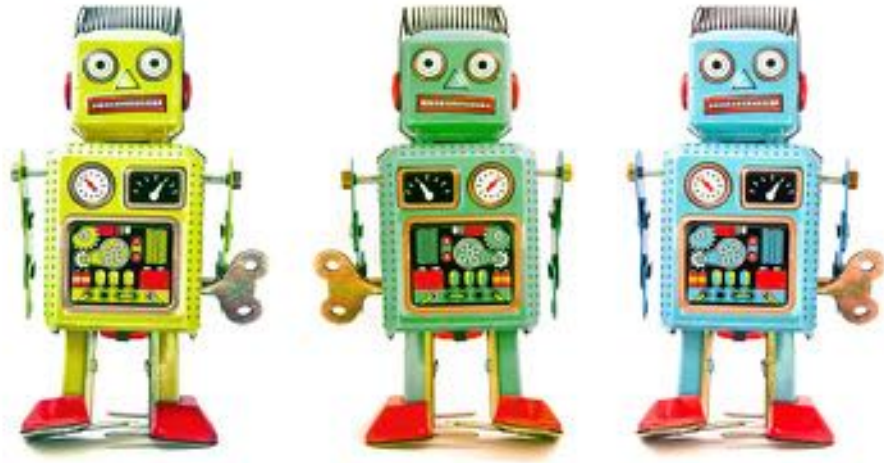
Content Management



Curation +
Where to put it
Organizing the archive

Right Tool for the Right Task
Cross Platform Availability
Organizing for Success





Automation

What is automation?

Cause and effect
Multi-tasking



Areas for automation

Inbox

Project Management

Social Media

Content Curation

Accounting

Time Management

CRM



Client Intake

What do you do?

What software do you use?

What is repetitive?



3 Types of Automation

Native

Established

Third Party



Workflow Automation

Canned Responses

Auto-Responders

Batching social media

RSS Feeds

Emailing into apps

Google Alerts

Drip campaigns







zapier



Getting Started


What Do You Want to Automate Today?

Connect this app... with this one!

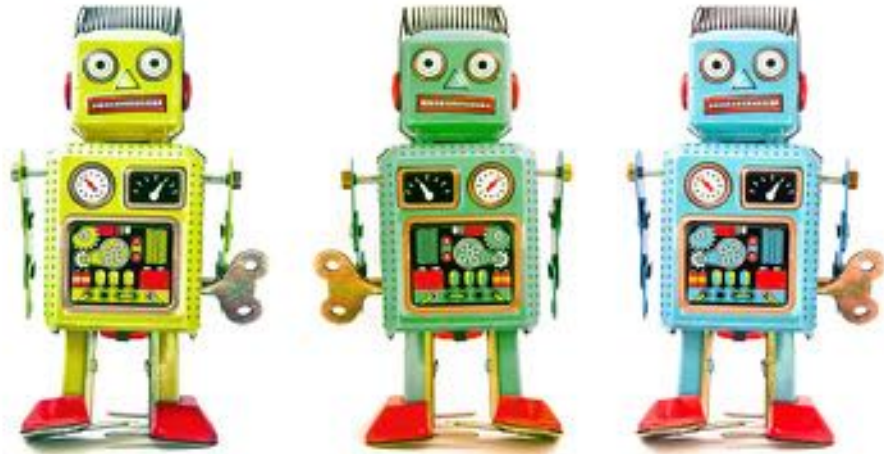
 Evernote  ↔  Instagram 

When this happens... then do this!

Select a Trigger  > Select an Action 

 It only takes a few minutes to save hours (or even days) of work

[Make a Zap!](#)



Mobile office

Sync

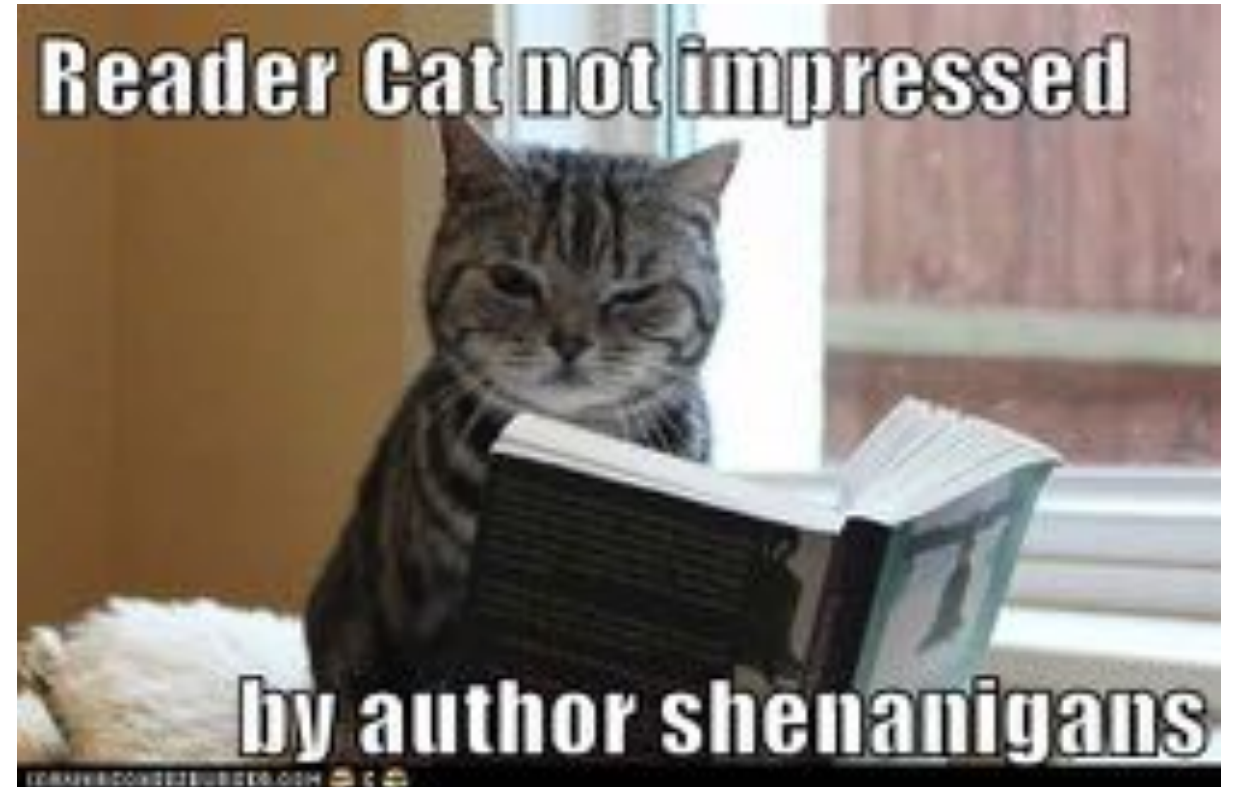


Cross platform
Browser

Cloud Document Storage



Sync not Backup



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