PRODUCTIVITY TOOLS FOR WORKING SMARTER, NOT HARDER
Ilios Digital Organizing

Partnering with you to organize your information and streamline your workflow.
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
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
To remove writer's block
fill bowl in kitchen with tuna

Reader Cat not impressed
by author shenanigans
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