

00111100 tips in 0x0036EE80 msec

(English translation: 60 tips in 60 minutes)

1. Backup up your computer!
Backup Now (<http://www.cmsproducts.com/>)
Acronis True Image (<http://www.acronis.com/>)
2. CEO Express, dashboard of a lot of business resources
<http://www.ceoexpress.com/default.asp>

Travel Websites

3. Organizing your trip plans and details
<http://www.tripit.com>
4. ITA Software (booking engine for Orbitz, good for finding fare options, can't book a ticket)
<http://beta.itasoftware.com>
5. Kayak (multi-site travel search engine)
<http://www.kayak.com>
6. Hotwire/Priceline (inexpensive hotel rooms)
<http://www.biddingfortravel.com> (forum of winning bids, so you don't bid too much)
<http://www.betterbidding.com/> (another forum)
7. Yapta (tracks your fares, alerts you if they go down)
<http://www.yapta.com>
8. Find the best seat on any commercial airplane
<http://www.seatguru.com>
9. Actual available seats on flights
<http://kvs.unrealnetwork.com>
10. FlyerTalk, great resource for "working the system" for any airline, hotel, etc.
<http://www.flyertalk.com>

Meeting/working Without Travel

11. Set-A-Meeting, lets you set up a meeting finding a date and time that works for the most people
<http://www.setameeting.com>
<http://www.whenisgood.net/>
<http://www.diarised.com/>
12. Free conference call service
<http://www.freeconferencecall.com>

13. Free or inexpensive web presentation and desktop sharing system
<http://www.vyew.com>
<http://www.mikogo.com/en/>
14. Collaboration software like Groove but open source (aka free)
<http://www.collanos.com/>
15. Wiki, build a knowledge base for each factory, each person adds/updates
<http://www.wikipedia.org/>, great source of info on anything
http://en.wikipedia.org/wiki/Comparison_of_wiki_software, comparison of wiki software
16. Listserv (email lists that redistribute to a group)
Google groups (<http://groups.google.com/>)
Yahoo! groups (<http://groups.yahoo.com/>)
Mailman listserv built into most web hosts
17. Online document creation/collaboration
Zoho, lots of applications including CRM, (<http://www.zoho.com/>)
Google Documents (<http://docs.google.com/>)
18. YouTube for PowerPoints
<http://www.slideshare.net>

If You Travel

19. Switching to a "NetBook"
<http://www.acer.com/aspireone/>
<http://eeeepc.asus.com/global/>
<http://products.liliputing.com/>
20. Access your files/computer(s) remotely
<http://www.mesh.com> (Microsoft Tech Preview)
<http://www.ovi.com> (formerly aavenu, now part of Nokia)
21. Virtual Private Network, full access to your network, open source (again free)
<http://www.hamachi.cc>
22. Flash drives for backups and moving documents
1-2 GB drives for under \$10 on sale
32 GB drives (complete back up) <http://www.corsair.com/datasheets/CMFUSBSRVR-32GB.pdf>
23. Portable Apps, carry Open Office, Thunderbird, Firefox on a flash drive
<http://portableapps.com/>
24. Universal power brick, works on AC, car or airplane, interchangeable tips for different devices
<http://www.igo.com/>
<http://www.targus.com/us/powerstore.asp>
<http://us.kensington.com/html/11168.html>

25. Label your power bricks (return address and what device they are for)
26. Portable printer
HP 460 (<http://www.hp.com>)
Canon ip90v (<http://www.usa.canon.com>)
27. Portable scanner
Plustek OptiSlim M12 (<http://www.plustek.com/product/m12.asp>)
Fujitsu S300 duplex scanner
(<http://www.fujitsu.com/us/services/computing/peripherals/scanners/scansnap/s300.html>)
28. 33,458 pages of scanned documents on a pocket sized hard disk
also use the same hard drive to back up your computer
Western Digital Passport (<http://www.wdc.com/en/>), frequently on sale
Seagate FreeAgent Go (http://www.seagate.com/www/en-us/products/external/freeagent/freeagent_go/),
has an USB docking station
29. Keep track of your expenses while traveling
Neat Receipts (<http://www.neatreceipts.com/>), includes M12 scanner
30. MapPoint (UPS saves 3 million gal gas a year routing for minimum left turns)
optimize your travel between customers
organize territories
<http://www.microsoft.com/mappoint/default.msp>
31. GPS, why get lost again?
portable GPS less than \$100, <http://www.geeks.com/products.asp?cat=GPS>
if you have children in school, MapPoint with GPS
<http://www.provantage.com/microsoft-academic-c3y-00011~7MCSK01M.htm>
32. Is it time to back up your computer?
33. Online backup
<http://skydrive.live.com/>, 25 GB free (limit on download)
<http://www.mozy.com>, \$5 per month

Shopping

34. "Deal" websites
<http://www.spoofee.com>, <http://www.dealunion.com> (short term sales)
<http://www.nextag.com>, <http://www.pricegrabber.com> (price comparison sites)
<http://www.google.com/products> (used to be called froogle)
35. Refill ink cartridges, use generic ink cartridges, or recycle empties (Staples, Office Depot offer rebates for empties)

36. Recycle old equipment
<http://www.myboneyard.com>
<http://www.gcycle.org>

Optimize Your Computer

37. Speed up your computer with more memory
1 GB desktop or notebook memory is about \$29.95 on sale (check Spoofee)
38. Clean up your machine
defragment (right click drive on My Computer, select properties, then tools)
uninstall programs you no longer need
what's on your computer? <http://www.pxserver.com/winaudit.htm>
39. Remove the plaque
System Mechanic (<http://www.iolo.com/>)
clean registry, free utility at <http://www.ccleaner.com>
don't load extraneous program, (Start > Run > msconfig)
40. Remove malware
Ad-aware (<http://www.lavasoftusa.com/>)
Microsoft Defender (<http://www.microsoft.com/athome/security/spyware/software/default.mspx>)
Microsoft Security Essentials (http://www.microsoft.com/security_essentials/)

Toys or Tools

41. Business card reader/scanner, get those cards into your contact manager
CardScan, <http://www.cardscan.com>
42. Digital Pen for converting notes into images/text
<http://www.iogear.com/product/GPEN200N/>
43. eBook reader (documents without booting up the computer)
Amazon Kindle (<http://www.amazon.com>)
Sony PRS-500 (http://en.wikipedia.org/wiki/Sony_Reader)
Barnes and Noble Nook (<http://www.barnesandnoble.com/nook/index.asp>)
44. Pocket digital recorder, 6 to 60 hours of recording plugs in like USB drive (ideas, meetings)
Olympus (http://www.olympusamerica.com/cpg_section/cpg_vr_digitalrecorders.asp)
WS-100 (64 MB) less than \$50, WS-110 (256 MB) about \$125
Samson Zoom H2, (<http://www.samsontech.com/products/productpage.cfm?prodID=1916>)
45. Digital camera, carry one with you all the time
Casio S10 (http://exilim.casio.com/browse_cameras/exilim_card/EX-S10/), about 1/2" thick
46. Digital camera as a "scanner"
6 megapixel camera = 250 dpi
10 megapixel camera = 300 dpi

Productivity

47. Keyboard shortcuts
 - copy, cut and paste (ctrl-C, ctrl-X, ctrl-V)
 - select all (ctrl-A)
 - bold, underline (ctrl-B, ctrl-U)
48. Organized filing
 - folders for each factory
 - folders for each customer
 - Google Desktop Search (<http://desktop.google.com/>)
 - Microsoft Desktop Search (<http://www.microsoft.com/windows/products/winfamily/desktopsearch/default.mspx>)
49. Keep your inbox clear, read it, reply, file or delete. Handle it once.
50. Outlook junk mail filter, sort Junk E-mail folder by "to", makes scanning for valid emails easier
 - many web hosts have "boxtrapper" option, challenges new senders to hit reply
51. Organized emails
 - same as organized filing, but only as many folders as can display at once
52. Voting in Outlook
 - In the message, click Options.
 - Select the Use voting buttons check box, and then click the voting button names you want to use in the box.
 - To create your own voting button names, delete the default button names, and then type any text you want. Separate the button names with semicolons
 - Under Delivery options, select the Save sent message to check box. To select a folder other than the Sent Items folder, click Browse.
 - Click Close, and then click Send.
53. Creating PDF files
 - Adobe Acrobat (<http://www.adobe.com/products/acrobatpro/acrobatstd.html>) \$299
 - <http://www.cutepdf.com/>, free or \$49
 - <http://www.bullzip.com/>, free

Communicating

54. Wireless Broadband, DSL speeds over cell phone network
 - Verizon or Sprint
55. FON (wireless access worldwide in return for sharing your internet)
 - <http://www.fon.com/en/>
 - to extend a wireless network in your building/neighborhood look at Meraki mesh networking
 - <http://www.meraki.com>

56. Skype, free/low cost international calls, video conferencing
<http://www.skype.com/>
57. VoIP, unlimited calls to US/Canada (and often Europe and Asia) for fixed price
Vonage is largest, <http://www.vonage.com>
Ooma, <http://www.ooma.com/>, buy hardware, service is free (US unlimited)
other options, <http://www.geekbooks.com/VOIP-comparison.htm>
http://en.wikipedia.org/wiki/Comparison_of_VoIP_software
58. Have your voice mails turned into emails/text messages
<http://phonetag.com/>
59. Jott – Voice to Text
<http://www.jott.com>
60. eFax free version (receive faxes via email)
<https://www.efax.com/en/efax/twa/signupFree?rqcp=1>

Marketing

61. LinkedIn, Facebook,
<http://www.linkedin.com>
<http://www.facebook.com>
<http://www.plaxo.com>
<http://knowem.com/>
62. On-line surveys
<http://www.surveymonkey.com>
<http://zoomerang.com/>
<http://docs.google.com/support/bin/answer.py?hl=en&answer=87809>
63. Bulk Email services/software
Emma email service (<http://www.myemma.com/>)
GroupMail (<http://www.infacta.com>)
64. Blogging, on-line newsletter, Web 2.0 advertising
<http://www.blogger.com>, Google free service
<http://www.typepad.com/>
<http://wordpress.com/>
<http://twitter.com>
65. Podcasting, audio product training opportunity
<http://www.podshowcreator.com/why.shtml>

66. Video, if a picture is worth 1,000 words, a video is worth a million product demos, training, video podcasting, troubleshooting capture from video camera, video camera to media (e.g. JVC or Aiptek, <http://www.aiptek.com/>) or use video mode on your digital camera (Casio will store 1 hour of 640 x 480 video on a 1 GB SD) edit with Movie Maker (part of Windows XP), Studio (<http://www.pinnaclesys.com>), automatically with muvee (<http://www.muvee.com>)
67. Vistaprint, free or low cost 4 color printing order their free business cards (their logo on back), they start sending emails with all sorts of free offers (including free "premium" business cards [no logo] and postcards) <http://www.vistaprint.com/>
68. Send a "handwritten" note (or have the office do it) handwriting font service (<http://vletter.com/>) easy to use font creation software (<http://www.high-logic.com/scanahand.html>) free on-line font creation (<http://www.fontcapture.com/>)
69. Contact Management Outlook as minimum (contacts, calendar, to do) Zoho CRM, 3 users free, <http://crm.zoho.com/crm/login.sas> Salesforce.com, <http://www.salesforce.com/> Act, <http://www.act.com/> Goldmine, <http://www.goldmine.com> Maximizer, <http://www.maximizer.com/>
70. Do you have a disaster plan? Office Depot's Expecting the Unexpected: Disaster Preparedness Strategies for Small Businesses, 71% of small businesses do not have a disaster recovery plan and 64% of small businesses do not think they need a plan. Almost two-thirds of the respondents (63%) are confident they can resume operations within 72 hours of a natural disaster which is a false assumption (ask Gulf Coast businesses if that is true). The Office Depot brochure states that one of four small businesses will experience a significant crisis in any year.

Technology changes fast. An updated handout might be available at <http://www.repconnection.com>. Click on your group's name on the left side of the home page.

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