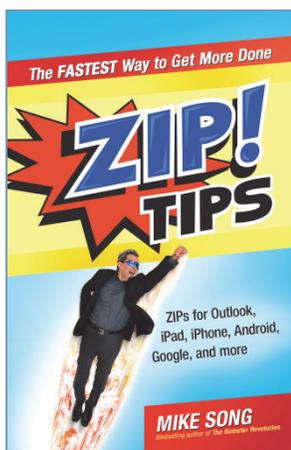




The Fastest Way to Get More Done  
**Workbook**



## Time to Zip!



Hi! I'm Mike Song, author of *Zip! Tips*. It's time for you to save 15 days a year by working better, smarter, and faster.

Remember to practice each *Zip! Tip* five times and then, show each tip to ten colleagues.

Your feedback is important to me. Let me know if anything in this program can be improved. You can email me at [mike@getcontrol.net](mailto:mike@getcontrol.net).

Warm Regards,

A handwritten signature in black ink that reads "MIKE" followed by a large, stylized flourish.

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## 8 Zip! Tips Principles

1. **Tech management is the fastest way to get more done**
2. **Activate robots**
3. **The best robots work forever and everywhere**
4. **See one. Do five. Teach ten**
5. **Whoever manages their chaos the best -- wins**
6. **Whenever and wherever possible, create ZipZones**
7. **Optimize your home page for performance**
8. **Do the tough stuff first to build momentum**



## #10 The Amazing AutoCorrector

**JOB:** This robot auto-types long, difficult phrases in a flash



### 1. PC Outlook 2003, 2007, 2010, 2013, 2016

- Outlook 2003: A) Click on **Tools > Options > Spelling > AutoCorrect Options** go to B)
- Outlook 2007: A) Click on **Tools > Options > Spelling and Autocorrect > AutoCorrect Options** go to B)
- Outlook 2010, 2013, 2016: A) Click on **File > Options > Mail > Spelling and Autocorrect > AutoCorrect Options** go to B)

#### B) From AutoCorrect Trigger Page:

- Type a short trigger phrase in the **Replace** box and the long phrase in the **With** box
- Click on **Add > OK**. Then type trigger phrase and hit the spacebar to test

### 2. MAC Outlook 2011, 2016 and Most Apps

- Click on **System Preferences > Keyboard > Text**
- Click **+** > Type a short trigger phrase in the **Replace** box and longer phrase in the **With** box and make sure you quickly click **Enter**
- Trigger your Autocorrect by typing the short phrase followed by a space

### 3. Gmail-Chrome

- Chrome has an Extension that enables AutoCorrect in Gmail
- Go to **Chrome Browser > Click on 3 line symbol** in upper right corner
- Click **Settings > Extensions > Get more extensions** > Search for and download ezAutoCorrect extension app
- To use tap on **3 line symbol > Settings > Extensions** > Under ezAutoCorrect > **Options**
- Place short, trigger phrase under **Typo:** and longer phrase under **Replace with:** > Make sure you click **Save** before exiting

### 4. Microsoft Office 2007 - Word, Excel, etc. (PC)

- Click on the Windows Office button in upper left corner of *Word, Excel, PowerPoint, or OneNote 2007*
- Click **Options > Proofing > AutoCorrect Options** and go to B) above

## 5. PC Microsoft Office 2010, 2013, and 2016, Word, Excel

- Click on **File > Options > Proofing > AutoCorrect Options** and go to B) above

## 6. MAC Microsoft Office 2011 and 2016: Word, Excel

- Open Mac Word, PowerPoint, or Excel and move your mouse to the top of the screen to reveal the drop-down menu > Select **Tools > AutoCorrect**
- Type a short trigger phrase in the *Replace* box and your longer phrase in the *With* box > Click on *Add* to save
- **Bonus ZIP! Tip:** In many cases, the AutoCorrects you create will transfer from Word to Excel and PowerPoint

## 7. iPhone and iPad

- Tap on **Settings > General > Keyboard > Text Replacement** > Tap the + sign
- Place the longer phrase next to **Phrase** > Place your trigger phrase next to **Shortcut**
- You can also add words that the iDevice commonly misspells without a trigger phrase

## 8. Samsung Galaxy

- Go to **Home screen** > Access your **Apps list**
- Launch the **Settings** app < Go to **System**
- Tap **Language and Input** > Select **Samsung Keyboard**
- Tap the **Setting gear** icon > Tap **Auto replacement** to set the S5 to correct misspelled and incomplete words by tapping the space bar

## 9. BlackBerry

- Click on **All** from main window > **Options > Typing and Input > Word Substitution**
- Click menu button, which is to the left of the center track pad
- Click **New** to arrive at the **AutoCorrect** programming page
- Type your short trigger phrase under the word **Replace** > Type your longer phrase under the word **With**

## #9 The Draftinator

**JOB:** Rapidly add time-saving, pre-formatted templates into email and documents.

### 1. PC Outlook and Word 2007, 2010, 2013, and 2016 (Quick Parts)

- Highlight any frequently used text within an e-mail or Word document
- Click on **Insert > Quick Parts > Save Selection** > Name your selection and click **OK**
- To retrieve: Click where you want the Quick Part to be placed.
- Click on **Insert > Quick Parts** and a drop-down menu will show all the Quick Parts
- Click on your item to instantly paste it into your e-mail or document.
- To delete or edit a Quick Part, click on **Insert > Quick Parts**, right-click on any item, and then select **Organize and Delete**

### 2. MAC Outlook 2011 and 2016 (Signatures)

- Highlight the template you want to replicate and hit **Command + C** (Copy)
- Click on **Signature > Edit Signatures > + >** Click **Untitled** and name template
- Place your mouse in the signature box and hit **Command + V** (Paste)
- Now test your template > Open an email > Place your mouse in the body of the email
- Click on **Signatures >** Click on your new template and watch it pop into your document

### 3. MAC Word 2011 and 2016 (AutoText)

- Open a Mac Word document and create and highlight your template
- On the topmost menu, click on **Insert > AutoText > AutoText > New**
- Name your snippet and click **OK**
- To use, go to topmost menu and click **Insert > AutoText > AutoText... >** Then scroll to your Autotext and double click to insert into the document

### 4. Gmail (Canned Responses)

- From Gmail > Select **Gear > Settings > Labs > Enable Canned Responses**
- Enter formatted text in new email and click the small triangle on lower right > Select **Canned responses** > Click **New canned response** > Create name > **OK**
- To use, open a new email > Click on **small triangle** in lower right > **Canned Responses**
- Select the template you created under **Insert** > It will pop into your email
- You can also **Edit** or **Delete** Canned Responses

## 5. Lotus Notes (Stationary)

- From your inbox, click on **Tools > Stationary > New Stationary > Message**
- Add your draft snippet and click **Save**
- Name your snippet and click **OK**
- To use, go to **Tools > Stationary** and double-click on your draft

## 6. Microsoft Web Version (My Templates)

- Highlight the snippet you want to replicate and hit **Control + C** (Copy)
- Click on **Add-ins > My Templates > Scroll to the bottom of your templates > + Template**
- Name your template > Place your mouse in the rectangle and hit **Control + V** (Paste)
- Click **Save**
- **To use your template:** Open an email and place your mouse cursor where you want the template to go > Click **Add-ins > Click on the *template*** to pop it into your email



## #8 The Transformer

**JOB:** This robot transforms email into scheduled tasks in a flash

### 1. Outlook for PC and Lotus

Click, drag and drop an email into your calendar or task icons to transform it instantly into that kind of item. A copy of the email will remain in your inbox. This also works for contacts within Outlook. You can also right-click and drag an Outlook email and you will see a number of useful options including copying the email with an attachment.

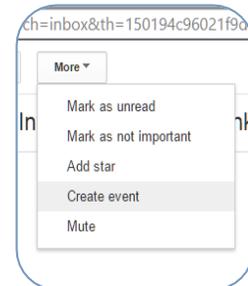
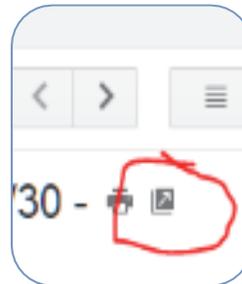
### 2. Outlook for MAC

Outlook for MAC users can click the event icon inside of an email to instantly transform it into a calendar item in one click. You may need to send the email invite to yourself.



### 3. Gmail

Open a Gmail message into the full expanded view by clicking on the Expand arrow in the upper right corner as shown. Then click on **More** and then **Create Event** to instantly transform an email into a calendar item.



## #7 The ZipZone

**JOB:** Creates lightning fast access to a cluster of useful, one click shortcuts.

### 1. Windows PC Users



- Right-click on your lower, horizontal toolbar, just right of center.
- Uncheck **Lock the Taskbar** if it is checked > Right-click and click on **Toolbars > Links**.
- A dotted bar will appear with the word *Links* next to it in the lower right corner > Click and drag the **Links** bar to the left to create more space for your ZipZone.
- Right-click on the word **Links** and uncheck **Show Text**.
- Drag and drop documents, folders, shared drive folders, SharePoint folders, applications, and websites (click the icon by the URL) to the ZipZone to create one-click access to your most important stuff.
- **Bonus ZIP! Tip:** Add custom icons: Right-click on the icon and select **Properties > Shortcut** and **Change Icon**. > Select one that has meaning for you and click on **Apply** and **OK** > Visit [www.getcontrol.net/free](http://www.getcontrol.net/free) to download free icons.

### 2. Mac Users



1. **Documents and Folders:** Determine your most-used locations and click and drag them to your rightmost, bottom dock area. You may be able to drag Share Drive Folders or SharePoint folders.
2. I recommend changing the icons of folders and documents to distinguish them. You can download free icons at [www.getcontrol.net/free](http://www.getcontrol.net/free).
3. To change the look of your docked folders – drag and drop an icon or image into the folder and rename the image 000 Image name. This will cause the folder to adopt the look of the graphic. This only works for folders.
4. **Websites:** Add highly used websites by dragging the icon next to the address in the browser to the dock.

## #6 The AutoDialer

**JOB:** Saves thousands of clicks per year by having the phone dial secondary phone numbers. Simply add 3 commas between primary and secondary numbers to auto-dial the whole number. The easiest way is to do this in Outlook or Gmail and synch your phone.

**Example:** 712-432-0850,,,422684# It can also be done via your phone:

### 1. The AutoDialer for iPhone

- Open the address book contact for your teleconference or voice-mail
- Select **Edit** > Then click to the right of the first phone number and select **+\*#**
- Click on **Pause** > Repeat two more times to add three commas after the number
- Enter the pass-code number after the commas > Click **Done**

### 2. The AutoDialer for Android Phones

*Note: Some android phones may have different instructions.*

- Open the address book contact for your teleconference number
- Select **Menu** and **Edit**
- Click to the right of the first phone number and select **P** for **Pause** three times > Commas also work
- You will see three commas appear behind the phone number
- Type the pass-code number after the commas
- Click **Save**



### 3. The AutoDialer for BlackBerry Phones

- Open the address book contact for your teleconference number
- Click on the menu button, which is the one with seven dots on it, to the right of your track pad
- Click on **Edit** > Click to the right of the first phone number
- Click on the menu button again and select **Add Pause** three times
- You will see three *p*'s behind the phone number
- Type the pass code after the commas
- Click on your back button, which is to the right of the track pad, and then select **Save**

## #5 The Tower of Power

**JOB: Organizes and prioritizes your home page to maximize performance.**

### 1. Zap Your Time-Wasting Apps

- Move time wasting applications two pages away. Most tablets and smartphones allow you to press on the icon and then slide it to a new destination.

### 2. Create Success Folders to Prioritize Business Tools

- Drag one icon into another to create organized folders on the home page.
- Name folders and move them to the second row of your home page.

### 3. Create Power Links to Key Success Info

- Find 4 websites that provide you with excellent information. i.e. time management blog or sales blog.
- iPhone or iPad users can tap the square box with the arrow pointing out of it and select **Add to Homescreen**.
- Android Users can use the Add bookmark function or research how to add links to websites on your particular device.
- Drag the icons to the top 4 spots on your device and tap on them at least once a day instead of playing a game, checking Facebook, or sending a low priority text or email.

## #4 The SearchBots

**JOB:** Zips to helpful information in search engines.



1. **The Centurion:** Get 100 results from 1 single Google query by bookmarking this link:  
<https://www.google.com/?complete=0&ion=0&num=100>
2. **The Weather Fetcher:** Get a fast weather forecast by typing in your postal code plus the word **temp**.
3. **The Package Tracker:** Find any FedEx, UPS, or DHL package in a flash by simply typing the tracking number into your search engine. The carrier will give you a link without having to log into the carrier's website.
4. **The Flight Tracker:** Type in your airline and flight number to get an up-to-the-second report on arrival time, gate number, or delays: **United 235**.
5. **The Converter:** Convert almost anything in a flash: dollars to pesos, gallons to liters. Just type the word **into** between whatever you want to convert.
6. **The Site Searcher:** Search for info on only one website by typing **site:** followed directly by the URL and a search term: **site:www.getcontrol.net email class**.
7. **The Specifier:** Placing quotes around any phrase or name gives search results for that precise term: **"Out of office"**.
8. **The Calculator:** Type any math equation into the search box and the answer will pop right out in an instant, along with a nice advanced-function calculator.
9. **The Dictionary:** Simply type the word **define** and any phrase or word for which you need a description, and your Searchbot delivers the dictionary definition in a flash.
10. **The Clock:** Simply type the word **time** and any city name to get the current time at that location.

## #3 The Volume Crusher

**JOB: Conquers e-mail overload by auto-routing low priority, repeat senders to email folders**

### 1. Outlook PC - 2003 and 2007

- From the Outlook inbox, right-click on an e-mail > Select **Create Rule**
- Check the top and bottom boxes on the left > Check **Select Folder** and click on the destination folder > Click on **New** to create a new folder if needed

### 2. Outlook PC - 2010, 2013, and 2016

- From the Outlook Inbox, highlight any low-priority e-mail
- Select **Rules > Always move messages from**
- Click on the folder to which you want the e-mail to go
- Click on **New** to create a new folder if needed

### 3. Outlook MAC 2011 and 2016

- Make a note of the name of the destination folder's name
- From Outlook inbox, highlight a low priority sender
- Click **Rules > Move Messages from Sender Name...**
- Type the exact name of the destination folder into the search term box > Click on the folder name when it appears > Click **Choose**

### 4. Gmail

- Check the box to the left of any Gmail e-mail
- Click on **More > Filter messages like these**
- Click on **Create filter with this search**
- Check **Skip the Inbox** and **Apply the label > Choose Label**
- Select **Label** > Click on **Create filter**

### 5. Lotus Notes

- Highlight any low-priority e-mail
- Click on **More > Create Quickrule > Check When Sender > Select**
- Choose or create folder

### 6. Microsoft 365 Web Version

- Right-click on the email and click **Create rule...** > Click **X** next to **It was sent to** and **It includes these words**
- Click **Select one...** > Select the destination folder > **OK**

## #2 The ZipCutter

**JOB:** Provides the greatest shortcuts to accelerate workflow

### Top-Ten Windows Computer Shortcuts

1. **Control + Z:** Undo multiple steps fast by hitting Z over and over again
2. **Alt + Tab:** Toggle rapidly between all open programs
3. **Windows Key + Tab:** Toggle through 3D view of open programs in Windows 7 and 8
4. **Control + A:** Select all
5. **Control + C:** Copy anything that is highlighted
6. **Control + X:** Cut (and later copy) anything that is highlighted
7. **Control + V:** Rapidly paste anything that has been copied
8. **Control + F:** Instant keyword search of any document, e-mail, or web page
9. **Control + the plus or minus sign:** Enlarge or decrease the size of any web page
10. **F12: File > Save As** for all Microsoft PC Office Documents

### Top-Ten Mac Computer Shortcuts

1. **Command (⌘) + Z:** Undo multiple steps fast by hitting Z over and over again
2. **Command (⌘) + Tab:** Toggle rapidly between all open programs
3. **Command (⌘) + Shift + 3:** Take a screenshot
4. **Command (⌘) + A:** Select all
5. **Command (⌘) + C:** Copy anything that is highlighted
6. **Command (⌘) + X:** Cut and later copy anything that is highlighted
7. **Command (⌘) + V:** Paste anything that has been copied
8. **Command (⌘) + F:** Instant keyword search of any document, e-mail, or web page
9. **Control + the plus or minus sign:** Enlarge or decrease the size of any web page
10. **Command (⌘) + Spacebar:** Open Spotlight Search

# #1 The Collaborator: OneNote

**JOB:** Provides a much better way to record meetings and projects notes

## Create Your First OneNote Workbook and Begin Collaborating at the Next Level

*Note: While OneNote is not yet available for Mac users, Evernote is a terrific and similar app that has many of the same features as OneNote.*

- Once OneNote is open, click on **File > New > Web**
- You may need to log into or create a Microsoft Live ID or Skydrive account
- Name your folder > Select **Create Folder**, which is an icon that appears in the lower right portion of your computer screen.
- OneNote will then prompt you to share this folder with others by e-mailing them a link.



## Creating Tabs

You can divide any notebook into useful sections by adding tabs across the top.

- Click on the tab asterisk (2007, 2010) or tab plus sign (2013) at the top of any page to add and name a new section.
- Right-click on any tab to quickly rename, delete, or copy it. You can also right-click to change tab color or password-protect the section.

## Creating Pages

Now you're almost ready to start taking notes. But first, notice that each tab area can be divided into sub-sections or pages that appear on the right. If you're taking meeting notes - you may want to create a sub-page for action items and another sub-page for decisions that have been made by the team.

- You create a page by clicking on *New Page*.
- You can name the new page by filling in the topic area in the blank space in the upper left portion of each page.
- Right-click on any page to quickly rename, delete, or copy it. You can also right-click to change tab color or password-protect the section.

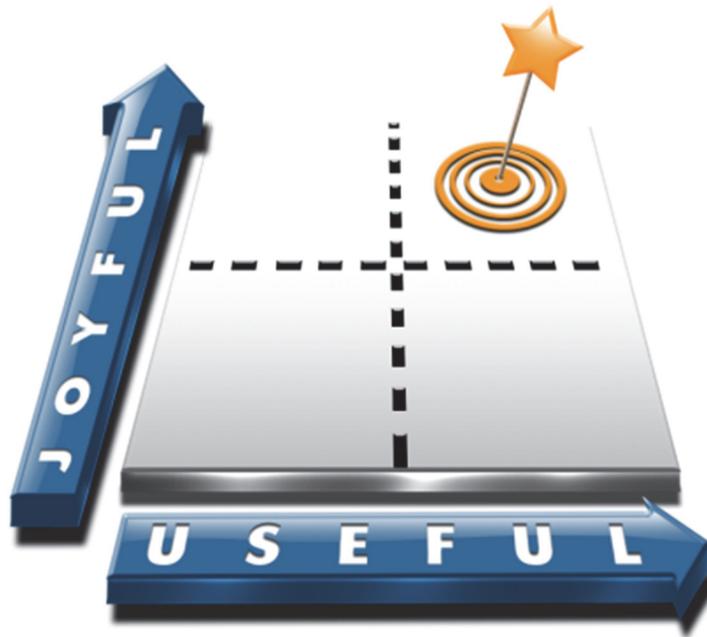
Click anywhere to begin adding meeting notes.

- Click on the *Insert* button to add a wide variety of content.
- Click on the green *Synchronize* button so your changes will be updated for your entire team.
- To learn more, consider taking the *Get Control!* of OneNote class at [www.getcontrol.net](http://www.getcontrol.net)

## Bonus Bot-The Motivator: Use the Joyful-Useful Matrix

*Get Control!* of your work environment by asking yourself these questions.

- 1. What would make every work day more joyful for me?*
- 2. How can I be more useful to my team and organization?*



### Additional Time Management Ideas

- Focus on what is urgent and important
- Use the 80-20 Rule: 20% of potential tasks deliver 80% of the results
- Take on your toughest tasks early and with passion
- Focus on what is needed vs. what is new
- Avoid as many pings, dings, rings, and notifications as possible
- Use mini-tasks lists to navigate a rapidly changing workplace
- Break complex tasks into simple steps in order to build momentum









## Quick Survey

Please fill in the most appropriate response below:

Question	Strongly Agree	Agree	Disagree	Strongly Disagree
The seminar provided valuable info I can use on the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I learned new and useful ideas that will boost my productivity and performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this seminar to all colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presenter was professional, helpful and well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This seminar will help me save 20 minutes a day or more.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**I would give this seminar an overall rating of: (check below)**

- (\*\*\*\*\*) Excellent**    
  **(\*\*\*\*) Good**    
  **(\*\*\*) Average**    
  **(\*\*) Fair**    
  **(\*) Poor**

Your opinion matters! Place additional comments on the back of this survey.

- Yes! Please send me a free monthly email, smartphone, or meeting Zip! Tip.**  
 **Yes! I'd like more info on team training or e-learning.**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_



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*Get Control!*<sup>®</sup>  
of Time Management

*Leadership*  
Thru Technology

*Get Control!*<sup>®</sup>  
of Outlook<sup>®</sup>

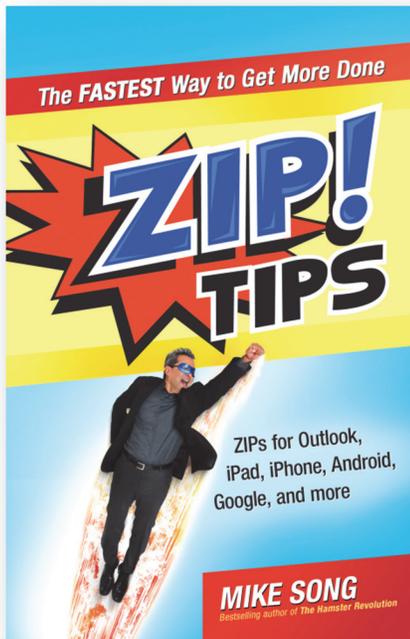
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of iPhone<sup>®</sup> and iPad<sup>®</sup>

*Get Control!*<sup>®</sup>  
of Search

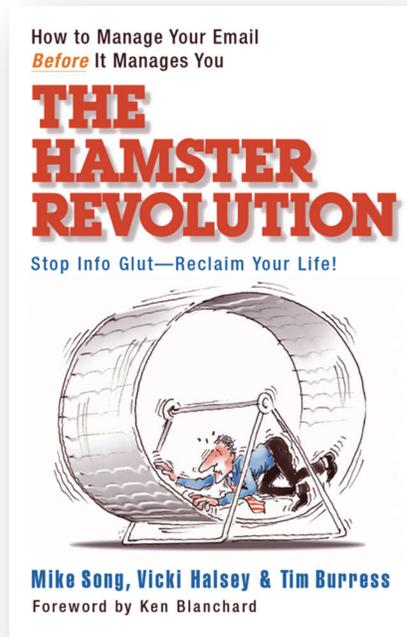
## Best-Selling Books – Award Winning E-Learning

*“The perfect class for our national meeting! The program included e-learning that allowed us to train our entire organization at one low annual rate.”*

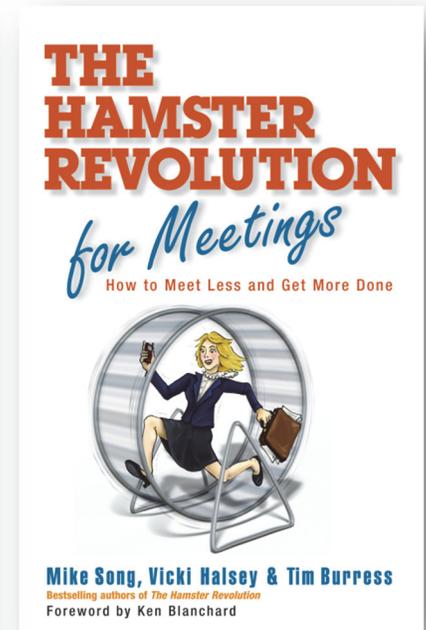
### Technology



### Email



### Meetings



- ✓ “The new way to get more done!”  
-Ken Blanchard, Co-author, *The One Minute Manager*®
- ✓ “Brilliant, funny, and extremely effective!”  
-Paul Ruane, Dir. of Learning and Development, Schering Plough

Item # ZT 04/16