

100 SAVVY HACKS

For Modern Living

VIRTUAL OFFICE BOX
VIRTUAL ASSISTANT
Shirley
est. 2017

FOR MORE INFO, VISIT
WWW.VIRTUALOFFICEBOX.COM

1. Use WhatsApp Web or Desktop app for seamless messaging across devices. Enable multi-device feature for independent laptop access without your phone being connected. Here's how to do it.

2. Employ personal finance apps like Mint or YNAB (You Need A Budget) for automated expense tracking, budgeting, and financial insights across multiple accounts.

   Also, consider using your bank's Midata download for transaction analysis.

3. Explore AI-powered video creation tools like InVideo or Synthesia for more advanced features, including AI-generated avatars and voiceovers.

4. Utilize Adobe Color or Coolors.co for advanced colour palette generation and accessibility checking to ensure your designs are visually appealing and inclusive.

5. Utilize Windows' built-in Snip & Sketch tool (Win + Shift + S) for more versatile screenshot options, including delayed captures and annotation features.

6. SmarterQueue is a great platform for planning out your content in a strategic way, to ensure you get a great balance of content, at the time you want, without having to be present. (This is an affiliate link, which means if you sign up for an account, we will both receive benefits!)

7. Use productivity apps like TextExpander or AutoHotkey to create custom shortcuts and text expansions for repetitive tasks.

8 The quickest way to access your desktop is by clicking to the right of the fine line bottom right of your tool bar - can you see it?

9 If you want to use your keyboard to open programs pinned to your taskbar in Windows 10, press Win + T. You'll see a box appear around the first pinned item to the right of the Start Menu. Press Enter to open it, or keep pressing T to cycle through all your pinned programs from left to right.

10 In Outlook - if you want to quickly copy meetings across a selection of days, select Meeting, Ctrl + Alt and drag (with the mouse or left on the key pad) then copy to another day.

11 My favorite? Click and hold the title bar at the top of the program you're working in, then give it a vigorous shake. All other windows will be minimized to the taskbar. Pressing Windows + Home accomplishes the same thing. Alternatively, if you want to minimize everything and reveal your desktop, simply press Windows + D on your keyboard, or click the barely-visible sliver all the way to the very right of your taskbar, beyond the system tray and notification center.

12 If you use the below link it will tell you the speed of your website and tell you where you can improve. Here it is.

13 Download your LinkedIn contacts to an Excel spreadsheet, enabling you to sort into columns and identify people who are and aren't in your network, and possibly people you wish to be connected with but aren't.

14 Have a separate email address for retailers who want to send you receipts for your purchases.

15 Consider using calendar overlays. I have several calendars in Outlook. One for my business, family, X, Facebook, LinkedIn, birthdays and utility bills.

16 Never shy away from discussing how much you charge. Check out Julia Chanteray's website and her fantastic book "Sweet Spot Pricing". To quote Julia: "Getting your price right, and then selling more will achieve the profits you want to see".

17 Review your business utilities frequently. Turn off auto-renew and assess whether that shiny new app is really a necessity anymore.

18 Always test your equipment works before calls. Set up a 'test' Zoom or Teams calls and dial-in so you can position your camera and check all works before calling live.

19 Ready to take advantage of jump lists? When you right-click a program icon in your taskbar, most will reveal a pop-up list of your most recent open files for that program, or shortcuts to common tasks. It's a great way to jump right back into a project without needing to slog through folder after subfolder in the Windows File Explorer.

20 Windows 10 can use your phone to determine when you're away from your PC and lock it down. Dynamic Lock pairs with your phone via Bluetooth and automatically locks the paired PC when you wander away. Heads up: Your computer will need Bluetooth capabilities for this to work, and the feature impacts the battery life of both your phone and laptop.

21 10 X Feeds for a Timely Dose of Inspiration.

22 If you had to choose, what one chore in your home, and one in your business would you outsource - if the cost was less than your own hourly rate?

23 Everyone loves to buy things, but they hate to be sold to. If you are client-facing and responsible for the growth of the business, you are in sales, but if you take what some people think of as a traditionally 'salesy' (aka - pushy!) approach, it can be counter-productive. Your job as a salesperson is to create an environment of trust and facilitate the potential client's discovery of the real value to them of what you do or the product you sell.

24 Is your desktop really boring? Does your screen lock to display a tonne of misfiled icons? Save something important that you need to refer to daily - to your Desktop. Here are some great examples of screen backgrounds you might love.

25 How many times have you forgotten a password, and had to re-set it using your mobile device or wait for a link to drop into your email to use the re-set link? Think about how long that sorry process takes. Check out LastPass.

26 Invest in a personal writing coach: ProWritingAid - a grammar checker, style editor, and writing mentor all in one package.

27 Here's how to create a fillable template in Google Docs.

28 Want to easily add awesome text to your photos? Here's how.

29 Hundreds of articles have been published at the Productivityist blog since its creation in early 2011. Be sure to check out the podcast AND the blog for some great productivity tips!

30 To record voice notes in WhatsApp, press and hold down the microphone to the right of where you type a message, and hold until you're done. However, if you keep inadvertently releasing the record button, WhatsApp will send whatever has been recorded, to that contact. To prevent this, launch the app and tap the microphone icon as before. Then drag the icon upwards until a lock icon appears. Once you have applied the lock; release it. You will now get a glowing red microphone icon on the left hand side that indicates that your audio is being recorded. When you are finished, simply press cancel to stop recording and send the audio to your contact.

31 Did you know that hashtags, when used correctly, can help you get more reach and engagement for your posts? In fact, a post with at least one hashtag generates 12.6% more engagement than posts without a hashtag. Find your best hashtags here.

32 We all want to get the most from our home networks, especially at this moment. Use these tips to get your Wi-Fi up to speed so you can cruise the cyber highways without any bumps or breakdowns.

33 When we talk about social media, it's usually the social networking platforms that we're referring to. Take a look at the major platforms in this blog post!

34 Great quotes can be inspirational and motivational. You can use quotes to help guide your decisions in life, work and love. Here are 50 great ones.

35 When doing posts on Facebook or IG, it's easier to put them into Notes as you can space them easier and use speech dictation if they are lengthy. You can add emojis easier, etc. Once ready, paste it across to your post.

36 Unsplash is a great resource if you're looking for beautiful stock photos for your website or social media. Search for any theme you have in mind, or browse the site to find that special image you've been looking for.

37 Use this handy link as a cheat sheet for your social media image sizes, so they all appear correctly across all of your platforms!

38 Grammarly is a great writing app to ensure your emails, docs, social media posts and even WhatsApp messages are correct

39 Outbrain helps over 1 billion people discover content, products, and services that may be of interest to them. Check it out here.

40 Those who consistently succeed are those who are best at, and never stop trying to learn new skills. Here are 101 new skills to start learning today.

41 Warning: Manually posting all your social media content has been known to cause stress and anxiety. Possible side effects... you'll get burned out on social media and it won't be fun anymore. The secret lies within this article.

42 Here is another great photo-sharing community, much like Unsplash! With almost 2 million high-quality images, you're guaranteed to find what you're looking for here.

43 These 17 time management skills play a critical role in determining your productivity levels. Some of these skills overlap, and in many cases, mastering one skill will improve your performance in another!

44 Thousands of people use this handy resource for removing photo backgrounds every day for everything from team photos to scrapbooking. Try it out!

45 Research shows that the most-desired commute length is 16 minutes, so when you're working remotely, take that time to find another way to transition into work mode. Read more here.

46 If your to-do list is anything like mine used to be, it is always too long. To avoid drowning in work, identify a must win for each day. Learn more here.

47 Dedicate a time at least once a month, to go through your receipts and log your income and expenses. If you wait until the end of the year, it is almost guaranteed something will be missed.

48 Protect your calendar from never-ending Zoom meetings by blocking out "pro time," or time reserved for work that is highly important, but not urgent. Doing so can make your days feel more productive.

49 Poor posture at work is a major cause of back pain, workplace stress, repetitive strain injury, resulting in lost time, reduced productivity, poor employee health, low morale, and higher costs. Learn more here.

50 Use end-to-end encrypted email services like ProtonMail or Tuta for enhanced privacy across all your email communications.

51 Guard your working hours if you work from home. Most people who work from home need to make sure they aren't saying yes to things that eat into their work time. Here are some ideas.

52 Have you got a good handle on grammar and common word usage? Take this quiz to see how sharp your grammar skills really are.

53 Find great places to meet or stop halfway between two or more locations.

54 LinkedIn Messaging: Press Enter to Send. Take control of when you want your message to send by toggling this setting.

55 Share your screen effortlessly in Microsoft Teams by clicking the 'Share content' button during a meeting and selecting your entire desktop or a specific window.

56 Get more done in less time with the only work management software for marketers. Check it out here.

57 Schedule EVERYTHING in your calendar. Letting your calendar determine what you are doing at any particular time takes a lot of decision-making off your shoulders and makes most people far more productive.

58 Unsure of how to access your router settings page? This article might help.

59 Create short text videos within Canva, by making a series of slides in a design, clicking the ellipses in the top right corner, and choosing Present. You can animate any or all slides before exporting it as an MP4, which can be shared as is, or you can upload it to YouTube and share from there.

60 Have I Been Pwned? is very popular site that tells you if your email address has ever been compromised in a data breach.

61 If you are producing nothing because you're having trouble focusing (happens to the best of us), set a timer for five minutes. Focus on one task for those five minutes, and you may be surprised when that five minutes turns into an hour or more of productivity. Learn more here.

62 Getting really clear on your why (and having it connect to your values) is rocket fuel to get moving on doing your best work. Check out Simon Sinek's book "Start with WHY", which is an Amazon top seller, for tips and insights.

63 Your friends will think you're a hilarious genius for knowing some of these facts.

64 Side swipe left to see when your WhatsApp message has been delivered and subsequently read.

65 From Richard Branson to Arianna Huffington, Tim Ferriss, Mark Cuban, Sophia Amoruso and many more, the business advice from this group of entrepreneurs is collectively worth an incalculable amount of time and money.

66 Linktr.ee is a great resource for sharing a single link on various social media platforms, and connecting your audience to all of your content. Add your latest videos, articles, website, social media post, etc to the Linktr.ee platform and that's all you need to update!

67 Here are the best time management quotes, organized by topics.

68 A productivityist is also a productivity specialist. With a book, podcast and blog, Productivityist can help you to become the most productive you've ever been!

69 Whether you use it for email marketing or recruiting the candidates, you can quickly develop a list of emails from Linkedin using LinkedIn extractor tools. Here's how.

70 Taking regular scheduled breaks can help improve focus and drive, and also helps prevent burn out.

71 Instead of having an open-ended tasks, create small and large deadlines to help manage progress and keep you motivated.

72 You are trying to reset your password. The site says “check your inbox for a password reset email”. But there is no email in your inbox. Here's how to whitelist an email address with Gmail, Outlook or Yahoo! Mail.

73 Get as many tasks off your list by assigning them to someone else. Sometimes a little creative delegation can save you time and money and make a huge difference. Check out what you can delegate to me on my website and select the ‘Services’ option.

74 While being accommodating and helpful have importance, it is also important not to overburden yourself. If you really don’t have the time, then saying ‘No’ is really your only option.

75 Devote all your attention to what you’re currently doing. Apply this to all aspects of your life so you can fully enjoy when it’s time to unplug and focus on family, friends and fun.

76 Break up large tasks. Instead of having one large task on your list, break it up onto pieces so you can stay motivated and on track as you progress.

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80 Linktr.ee is a great resource for sharing a single link on various social media platforms, and connecting your audience to all of your content. Add your latest videos, articles, website, social media post, etc to the Linktr.ee platform and that's all you need to update!

81 Explore platforms like Coursera or edX for accredited courses from top universities, or use Skillshare for creative and practical skills development.

82 Implement the Pomodoro Technique with apps like Forest or Be Focused to improve focus and manage work-life balance in remote settings.

83 If you see a task that can be completed in 2 minutes or less, do it right away. It will save time, versus coming back to it later.

84 Save your social media schedule as your background on desktop. If you need to refer to it quickly, don't forget how to access your desktop super fast from Tip 24.

85 You can turn your productivity way up by getting away from all distractions. When you've absolutely got to focus on a task to get it done, close your email, ban your social media, turn off those beeps and pings on your smartphone that tell you you've got another message, and get productive.

Turning off the interruptions for just an hour can give you a tremendous productivity boost.

86 This tool is great for quickly resizing images for specific social media platforms.

87 Canva has loads of handy tools to help you develop your design skills. Scroll to the bottom of the page and you will see tools such as Font Combinations, Color Wheel, Logo Maker and so much more.

88 Let your customers do the talking when it comes to proving your worth with these 14 examples of terrific testimonial pages.

89 Proactively use identity monitoring services like LifeLock or Identity Guard to detect and prevent identity theft before it occurs.

90 Collaborate with your team with this simple-to-use, visual tool with custom approvals for content creation and publishing.

91 With the right mindset, the right tools, and just the right amount of kick-ass mentality, no goal is too hard, no obstacle too high. So what do you want from life? Here are 10 steps to radically change your life.

92 Here are 50 quick productivity & business tips for early-stage entrepreneurs.

93 When it comes to repurposing content, we spend a lot of time thinking about what we can post to X, rather than repurposing content that's already on there. Here's how.

94 Create the perfect palette or get inspired by thousands of beautiful color schemes with this tool.

95 Every tool you need to use PDFs, at your fingertips. All are 100% FREE and easy to use! Merge, split, compress, convert, rotate, unlock and watermark PDFs with just a few clicks. Click here.

96 SEOptimer is a website SEO checker which reviews these and more to help identify problems that could be holding your site back from it's potential.

97 Identify which keywords your site could rank for right now and find high-impact suggestions with this tool.

98 You can save unfinished posts from the web or mobile Composer, and come back to them later in a new list view of your drafts. Check out the article.

99 Have some sensitive information to send to someone, such as a password and need to send it securely? Try this tool. Not only is it secure, but it self-destructs!

100 Easily create professional grade videos with text. Use Typito's drag-and-drop interface to easily create marketing videos.

Need a hand with transcription or admin? Contact me:

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