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My “PDF of Productivity PDFs”



Rather than have you click through individually to a number of different PDF files, I have put them all on a single list in this one document. Just click the related link to launch the PDF in your browser and/or download for your own use. And yes, you can share this file with others! Enjoy!

Quick Tips for Outlook & E-mail Excellence (Including YouTube Video Tips):

http://www.randalldean.com/Randy_Dean_Quick_Tips_for_Outlook_Excellence.pdf

Quick Tip for Gmail & Google Users (Including YouTube Video Tips):

http://www.randalldean.com/Randy_Dean_Quick_Tips_for_Gmail_Google.pdf

The Three Key Ways You Abuse Your E-mail Inbox:

http://www.randalldean.com/3_Ways_You_Abuse_Your_Inbox.pdf

How I Start My Day (My Daily/Weekly Routine):

http://www.randalldean.com/How_I_Start_My_Day_Daily-Weekly_Routine_Article.pdf

My Top Ten E-mail Timesavers: http://www.randalldean.com/Top_Ten_Email_Timesavers.pdf

My “Efficient” Inbox Cleanup Process: http://www.randalldean.com/Efficient_Inbox_Cleanup_Process.pdf

Smart Phone/Tablet Configuration: http://www.randalldean.com/Smart_Phone_Success_Bonus_Article.pdf

Writing “Saner” E-mails Article: http://www.randalldean.com/Sane_Written_E-mails_Article.pdf

“Who Owns a Sent E-mail? Article: www.randalldean.com/Who_Owns_a_Sent_E-mail.pdf

How to Receive Fewer E-mails: http://www.randalldean.com/Ten_Tips_for_Fewer_Emails.pdf

Handling CC’s, Replies, Forwards, FYI’s and “Reply All’s”:

www.randalldean.com/CC_Forward_Reply_FYI_Article.pdf

Clearing Out Your “Stacks & Piles/Clutter” Article:

http://www.randalldean.com/Paper_Office_Clutter_Reduction_Article.pdf

“The Tech Doesn’t Matter – It is the System” Article:

http://www.randalldean.com/Time_Management_Tech_and_Infrastructure.pdf

Five Tips for Better Staff/Team Meetings: www.randalldean.com/Five_Tips_For_Better_Meetings.pdf

Top Ten Outlook E-mail Tips: www.randalldean.com/Top_Ten_Outlook_E-mail_Tips.pdf

Top Ten Tips for Your Other Outlook Functions:

http://www.randalldean.com/Top_Ten_Outlook_Function_Tips.pdf

Killer Keystroke Shortcuts for Windows Users (note: this file is a few years old, but most still work!)

http://www.randalldean.com/Randy_Favorite_Keystroke_Combos.pdf

YouTube: <https://www.youtube.com/user/janarandydean> | LinkedIn: <http://www.linkedin.com/in/randydean/>