Tools for Getting Organized

1. Dropbox – document storage

What's Dropbox?

"One place for all your stuff, wherever you are."

Dropbox is a home for all your photos, docs, videos, and files. Anything you add to Dropbox will automatically show up on all your computers, phones and even the Dropbox website — so you can access your stuff from anywhere.

Dropbox also makes it super easy to share with others, whether you're a student or professional, parent or grandparent. Even if you accidentally spill a latte on your laptop, have no fear! Relax knowing that your stuff is safe in Dropbox and will never be lost.

Be anywhere

Dropbox works hard to make sure that all your stuff is the same wherever you happen to be. Start a doc from a computer at school or work, make edits from your phone on the way home, then add finishing touches from a tablet in your living room.

With apps available for all your computers, phones, and tablets, you can show off videos, automatically upload photos, or open documents from anywhere.

Simple sharing

Dropbox makes sharing easy. Invite your friends, family, and teammates to any folder in your Dropbox, and it'll be as if you saved that folder straight to their computer.

You can send people links to specific files, photos, and folders in your Dropbox, too. This makes Dropbox perfect for team projects, sharing party photos with friends, or recording your band's debut album.

Always safe

Even if your computer has a meltdown or your phone goes for a swim, your stuff is always safe in Dropbox and can be restored in a snap. Dropbox is like a time machine that lets you undo mistakes and even undelete files you accidentally trash

2. Evernote is a suite of software and services, designed for notetaking and archiving. A "note" can be a piece of formatted text, a full webpage or webpage excerpt, a photograph, a voice memo, or a handwritten "ink" note. Notes can also have file attachments. Notes can be sorted into folders, then tagged, annotated, edited, given comments, searched, and exported as part of a notebook.

Evernote supports a number of operating system platforms (including OS X, iOS, Chrome OS, Android, Microsoft Windows, Windows Phone, BlackBerry, and webOS) and also offers online synchronization and backup services.

Evernote is available in a paid version or a more restricted free version. Use of the online service is free up to a certain monthly usage limit, with additional monthly use reserved for paying subscribers.

Evernote is a free online service that allows users to upgrade to a premium paid service for US$5 per month or $45 per year for 4096 MB/month accumulative quota (the equivalent of 4 gigabytes) as of 2014.[12] All Evernote accounts, both free and premium, have a maximum limit of 100,000 notes and 250 notebooks.[13]

Premium subscribers are granted a higher monthly upload limit, faster word recognition in images, heightened security, and the ability to search text within PDF documents. They also receive additional options for notebook sharing. Both free and premium account types allow notebook sharing with other Evernote users, however the accounts are distinguished by editing capabilities. In regards to shared notebooks, editing permissions to non-paid account holders may only be granted to premium Evernote subscribers.[14][15] The free service does not make files available offline on iOS and Android devices; while sometimes they are available from cache, editing these files can cause conflicts when synchronizing.

You're Nuts If You're Not Using This App To Organize All Your Stuff

ELLIS HAMBURGER
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If you haven't been paying attention to Evernote, now's the time. Evernote is a free app for your smartphone and computer that stores everything you could possibly imagine losing track of, like a boarding pass, receipt, article you want to read, to do list, or even a simple typed note.
The app works brilliantly, keeping everything in sync between your computer, smartphone, or tablet.

If you're not using Evernote to organize your life, you are really missing out. Check out what Evernote can do below, then grab the app for iPhone or Android and try it yourself.

Read more: http://www.businessinsider.com/evernote-2012-1?op=1#ixzz3OAX2nuti

STAYING ORGANIZED DURING GOLF SEASON IN FIVE STEPS

Posted on

by joepaciella

Do you struggle to stay on top of the endless stream of appointments, lessons, emails, outings, and other daily tasks once golf season is going? Have you ever had someone else schedule a meeting for you when you're actually supposed to be wrapping up a clinic? Or a sales rep show up when you had him scheduled another day?

If so, here are a few ways to get your inbox – and stress levels – back to manageable amounts.

1. Assess your technology

The first step in this process is to take a look at what you're actually using. Do you use your inbox as your to-do list? Evernote? How about Google Tasks? Or maybe you don't use technology at all and rely more on Post-its and the trusty Ping Lesson Book?

Once you lay out all that you use, ask yourself if the process is clean and straightforward. Is there a way to eliminate one or two? Can you transfer some paper documentation over to digital?

By having fewer areas to store what you need to keep you organized, and preferably shift to digital, you'll have much more flexibility in how you access and record these items.

2. Try Trello

I came across Trello earlier this year and it has completely transformed the way I stay organized. I can keep records of conversations, completed tasks, and notes on what to do next. I can even include links and videos related to a project.
It's very flexible and allows you to share "boards" and assign tasks to others. It has a free version, however you can upgrade and pay for additional features.

But to really understand what this application is all about, you just have to jump in and start using it. Trust me on this one, it's worth it.

3. Google Calendar

I'm sure many people use Google's Calendar function already to map out their days and weeks. But the function of it that really makes it work for me is the ability to share easily. Yes, I know you can share Outlook Calendars and the like. But what's interesting is I never hear people complaining about the functionality of Google Calendars. I can't say the same about the others.

This easy sharing benefit makes documenting events almost fun. And when people find something easy, they'll use it. And when they use it, you'll find that fewer meetings are forgotten or mis-scheduled, and people are on time. Funny how that works.

4. A note about email

This is an area where I have to admit, I'm not as good at as I'd like to be. I know that I should be checking email only a few times a day, in chunks of time, but it never really works out that way. Always something to work on, I guess.

But the one comment I really wanted to make is that some people may use their email as their to-do list. This is fine, except for when you get a barrage of them and suddenly you lose focus on what you're actually supposed to be doing. The order for Mr. So-and-so's driver gets lost, and now you have an angry member.

Instead, what I try to do is any email that demands something from me gets put into Trello. (And since you can link emails to Trello, there's never a concern about it getting lost or stored with the wrong label.)

Once the note is made, I archive the email. This allows me to keep my tasks in one place, and only refer to my inbox when I'm looking to see what's there or to reply. Not to see what I have to do next.

5. Work this into a system

How many of us get up in the morning and the first thing we do is check our email? Probably a good amount. But that can get you off track of actually getting some valuable work done to move your business forward.

Instead, setting up a system of how to approach the day may help you get more accomplished. Here's a list of what I do to stay on track:

- **1. Night before – Build a checklist** – By having a checklist set the night before, you'll never run into the problem of having the day get away from you before you write your

daily goals down. I keep this very general and focus on four or five things I want to accomplish the next day.

- **2. First thing – Get your marketing done** – To me, this is like paying yourself first. No one else is going to promote you. You have to do it. And some people save it until last and it doesn't get done. You'll have time to do other important stuff later. Do this first.
- **3. Next thing – Connect** – Connecting can be interacting on Twitter, Google+, LinkedIn, Facebook, or whatever social media platform you're able to develop relationships through. I'll try to do this throughout the day, but if I have meetings and don't get a chance, connecting early ensures that I at least connected at some point.
- **4. Now check email** – You've accomplished tasks for you. Now you can get into doing things that other people have as priorities for you.
- **5. Reassess your daily agenda** – After you've gone through your email, you'll undoubtedly have some other tasks that have popped up. Record those and work them into what you have to do for the day.
  Using those steps has allowed me to better prioritize and focus on my actual work, instead of someone else's "urgent" matter. It's a different mindset and one that has definitely increased my productivity.

Develop something that works for you

While this system works for me, it may not all be right for you. Everyone's mind works differently, so staying organized certainly isn't a one-size-fits-all game.

So assess what your system looks like and see what may be added, removed, or changed. With a few simple adjustments, you can make sure you'll give that clinic the attention it deserves **and** be on time for that appointment.