

# **The**



# **Universe**

## **Special Presentation**

# **Google For Business: Advanced Google Calendar**

Google's Web Based Tools for improved  
Productivity and Communication

G. William James

Handheld Computer Solutions

# How To Keep In Touch

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Handheld Computer  
Solutions



G. William James



GWJ2000



RealGWilliamJames



# Mobile Solutions & Google Apps Coaching



- ❑ 1:1 Personalized Solution for Office & Mobile
- ❑ Custom Organize Your CRM
- ❑ Get your Website/Google SEO optimized
- ❑ Social Media Marketing strategies
- ❑ Time Management & productivity System
- ❑ G Suite (Google Enterprise Apps)
- ❑ Full Access To Video Library
- ❑ All Online With Access To Your Screens

**Schedule Your Session Today**

# G. William James



- Black Enterprise Magazine's "Master Of The PDA"
- Google Apps For Business Affiliate
- Member, National Speakers' Association

## Career Highlights

- ❑ 1980s Executive Forums, Inc. Presented time management workshops
- ❑ 1999 Corporate speaker for Palm, Inc. on the power of the PDA
- ❑ 2004 National Presenter for the launch of the original Supra eKey & iBox
- ❑ 2008 Introduced 1<sup>st</sup> Gen iPhone as a Realtor tool
- ❑ 3-Time Presenter to The National Association of REALTORS® Conference
- ❑ 2005-Today Distinguished presenter of Google Apps for mobile business

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**Subject Line Only!!!**  
**Google Calendar Wesely**

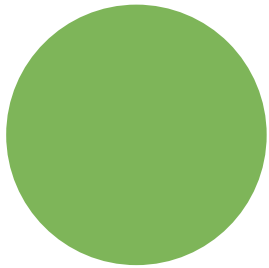
# What The Real Estate Transaction Looks Like Moving Forward

With an emphasis on social distancing as a new normal, technology plays a bigger role than ever before.

Those who master the tech tools will be the ones clients will see as the most efficient, reliable and trustworthy. The processes we have now to master:

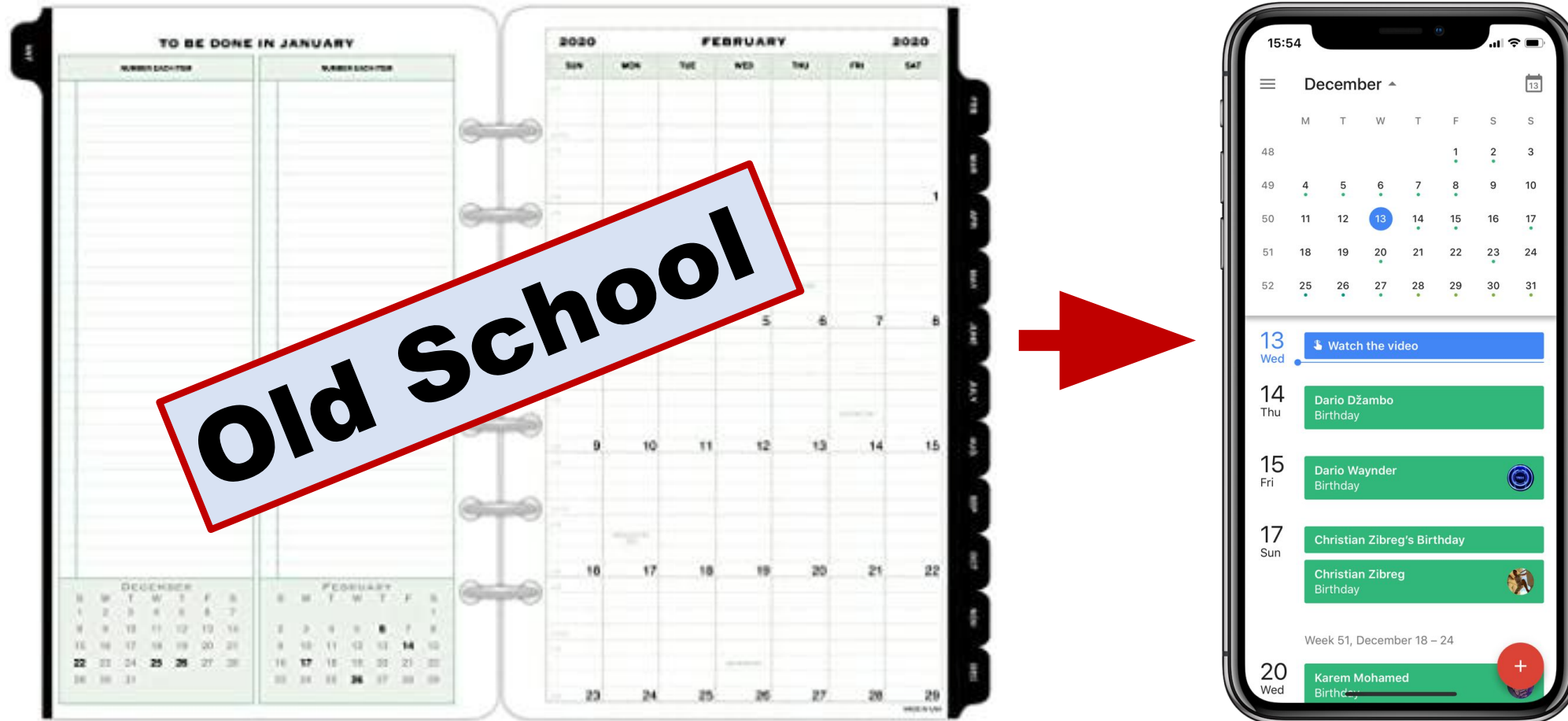
- Automation
- Virtual tours and personalized showings
- Online Consultations
- Document Management and Signing
- Virtual Closings
- Financial Transactions

# Google Calendar



# Advanced Google Calendar Secrets

Google Calendar, as the foundation of your time management system allows the ability to successfully keep multiple schedules and maintain productivity





# Advanced Google Calendar Secrets

The Google Calendar App has significant advantages compared to paper time management systems:

- Much easier to transport, easier to access
- Separates calendar events by multiple categories
- Digital Assistant keeps you up-to-the-minute with alarms and notifications
- Backed up for safety and security on the Google Cloud
- Share calendars with others that update in near real-time
- Make a calendar publicly accessible online and searchable



## Advanced Google Calendar Tips & Tricks

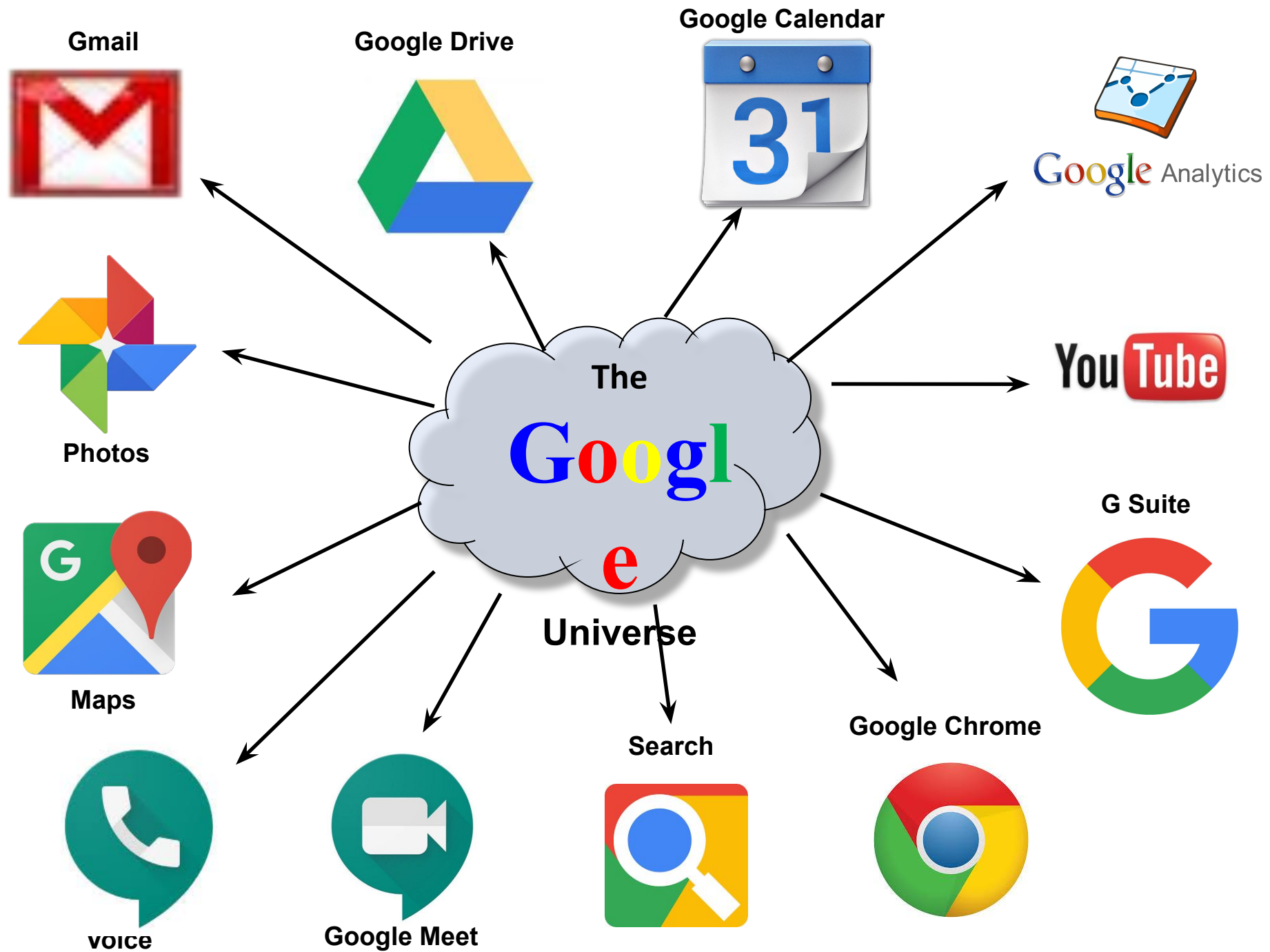
- **Change how your calendar week starts:**  
In Settings > View Options, select the day to start your week (Sat, Sun or Mon)
- **Create a custom calendar view:**  
In Settings > View Options, choose a custom view. In the calendar, press **4** to open.
- **Manage appointments through multiple time zones**  
In Settings > Time Zone, click to allow secondary zone, then select.
- **Easily share a calendar:**  
In Settings > Settings for my calendars, click calendar, add email and permissions.
- **Peek at a colleague's agenda on a shared calendar:**  
Create event, add them as a guest; Click “Find time” and select a time to schedule.



# Advanced Google Calendar Tips & Tricks

## Keyboard Shortcuts

- **Switch calendar views easily:**  
1 or D for Day, 2 or W for week, 3 or M for month view. Wherever you are in the calendar, click T for today.
- **Create an event with one click:**  
Press C
- **Go to any date on the calendar**  
Press G
- **Quickly adjust an event:**  
Left-click to get popup details, right-click to change color or delete
- **Advanced search:**  
Press / then click the arrow to the right





**MOBILE  
TECHNOLOGY  
FOR  
REAL ESTATE**

**Google Drive  
Part II  
October 13**

**The**  
**Google™**  
**Universe**  
**Web Series**



## **Master Your Google Drive, Part I**

- Learn how to replace your Office 365 paid app to the free Drive
- Create documents, spreadsheets and presentations just as before
- Share and collaborate documents with colleagues and clients
- How to make drive documents interactive with other programs
- Create documents to display and share on Social Media
- Make documents available to colleagues for others to access online

**Tuesday, October 6, 2020**  
**11:00 am PDT**

# How To Keep In Touch

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# THANK YOU!



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