

# The



# Universe

## Google Calendar Magic

### Time Management and Productivity

Google's Web Based Tools for improved  
Productivity and Communication

Handheld Computer Solutions  
G. William James



# How To Keep In Touch

[www.gwilliamjames.com](http://www.gwilliamjames.com)

[william@gwilliamjames.com](mailto:william@gwilliamjames.com)

@MyGWilliamJames



Handheld Computer  
Solutions



G. William James



GWJ2000



@RealGWilliamJames



# G. William James



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

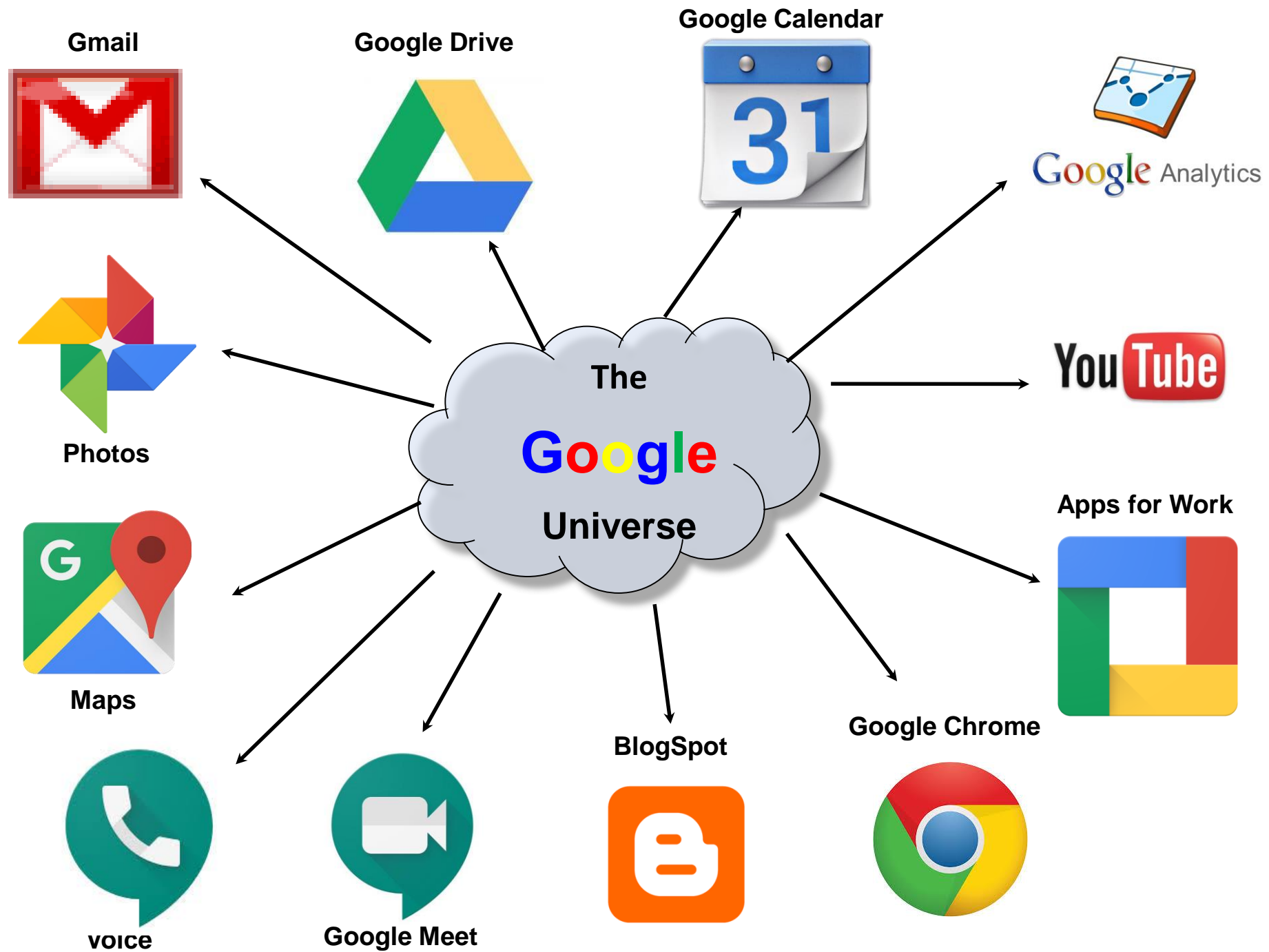
## Career Highlights

- ❑ 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

william@gwilliamjames.com

**Subject Line Only!!!**  
**Google Calendar 2020**





# 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:

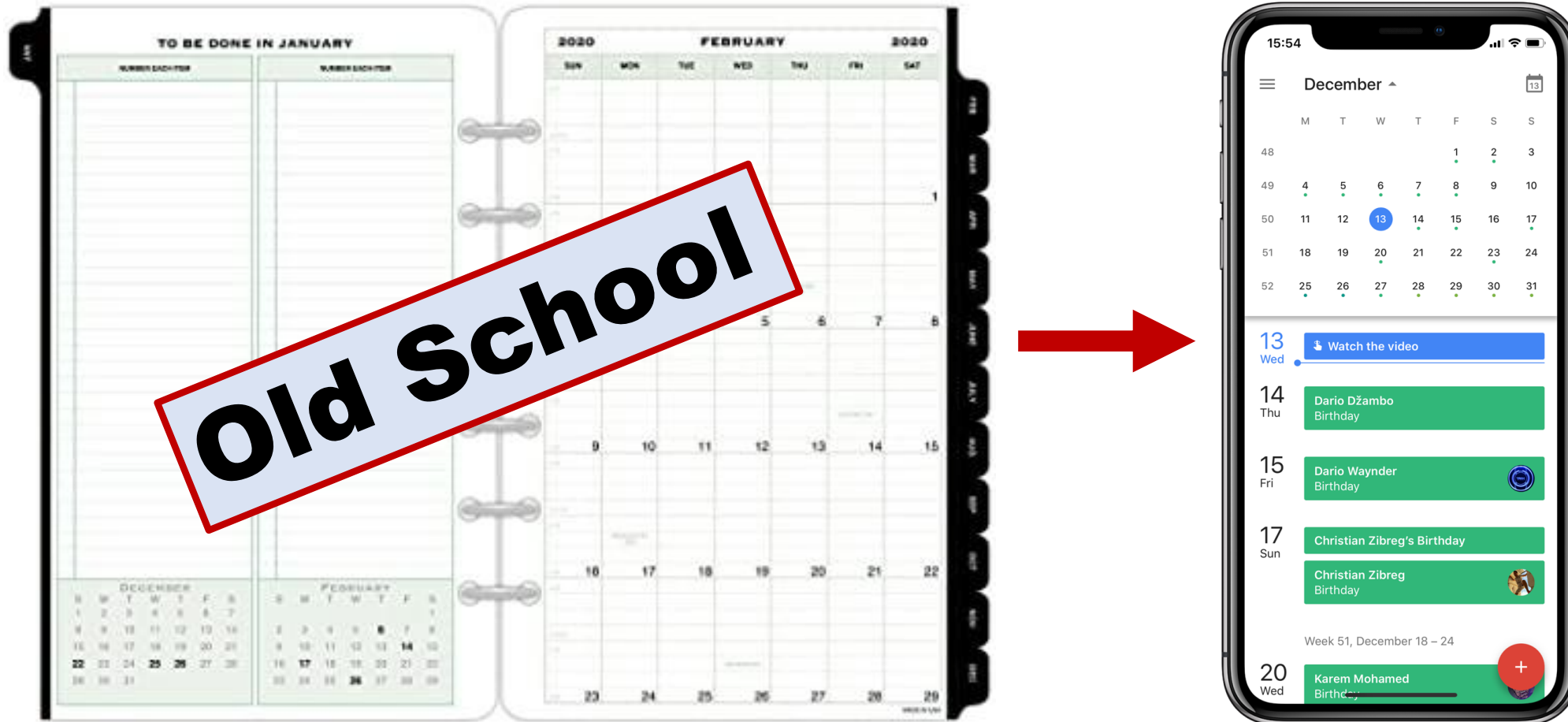
- Automation
- Virtual tours and personalized showings
- Online Consultations
- Document Management and Signing
- Virtual Closings
- Financial Transactions

# 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

# Google Calendar Is Time Management

Any professional who wants to maintain success must have an organized time management system in place.

The principles of time management has not changed, but with new tools the process has improved, made easier and is more effective than ever before.

- The calendar apps are smaller, easier to use.
- Set alarms and reminders to stay on schedule
- A synchronized backup protects your calendar events
- Sharing calendars with others makes collaboration easier

# Time Management Tips and Useful Ideas

## 1. Start your day with a clear focus.

The first work-related activity of your day should be to determine what you want to achieve that day and what you absolutely must accomplish. Come clear on this purpose before you check your email and start responding to queries and resolve issues. Setting a clear focus for your day might require as little as five minutes but can save you several hours of wasted time and effort.

## 2. Have a dynamic task list.

Capture the tasks and activities you must do on a list and update it regularly during the day. Revisit this list frequently and add new items as soon as they appear. Make sure your list gives you a quick overview of everything that's urgent and important and remember to include strategic and relationship-building activities as well as operational tasks.

## 3. Focus on high-value activities.

Before you start something new, identify the activity that would have the most positive effect on your project, your team, and your client if you were to deal with it right now. Resist the temptation to clear smaller, unimportant items first. Start with what is most important.

To help you assess which activities to focus on first, ask the following:

- What does my client or my team need most from me right now?
- What will cause the most trouble if it doesn't get done?
- What is the biggest contribution I can make right now?
- Which strategic tasks do I need to deal with today to help us work smarter tomorrow?

#### **4. Minimize interruptions.**

The more uninterrupted time you get during the day to work on important tasks, the more effective you'll be. Identify the activities that tend to disrupt your work and find a solution. Basically, one of the most essential time management skills is to *not get distracted*. For example, avoid checking emails and answering the phone when you're in the middle of something important. Once you have broken your flow, it can be difficult to reestablish it. Instead, discipline yourself to work on a task single-mindedly until it's complete.

#### **5. Stop procrastinating.**

If you have difficulties staying focused or tend to procrastinate, you may benefit from creating an external commitment for (deadline) yourself. For instance, schedule a meeting in two days' time where you'll be presenting your work and by which time your actions will have to be completed. It's also very effective to complete the most unpleasant tasks early in the day and to allow yourself small rewards once you've completed them.

#### **6. Limit multi-tasking.**

Many of us multi-task and believe we're effective when we do so, but evidence suggests that we can't effectively focus on more than one thing at a time. In order to stop multi-tasking, try these tips: Plan your day in blocks and set specific time aside for meetings, returning calls and for doing detailed planning and analysis work at your desk. Whenever you find yourself multitasking, stop and sit quietly for a minute.

#### **7. Review your day.**

Spend 5-10 minutes reviewing your task list every day before you leave the office. Give yourself a pat on the back if you achieved what you wanted. If you think your day's effort fell short, decide what you'll do differently tomorrow in order to accomplish what you need to. Leave the office in high spirits determined to pick up the thread the next day.



**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, January 26, 2021**

**1:00 pm EDT**





# How To Keep In Touch

[www.gwilliamjames.com](http://www.gwilliamjames.com)

[william@gwilliamjames.com](mailto:william@gwilliamjames.com)

@MyGWilliamJames



Handheld Computer  
Solutions



G. William James



GWJ2000



@RealGWilliamJames



# THANK YOU!

That was fun,  
let's do it again  
sometime 😊



[william@gwilliamjames.com](mailto:william@gwilliamjames.com)