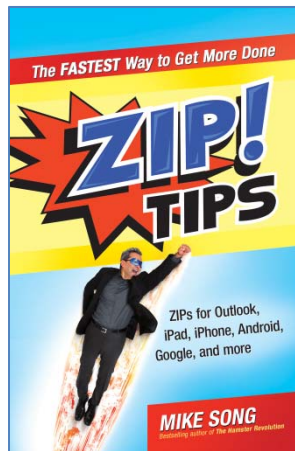




The Fastest Way to Get More Done  
**Workbook**



By Mike Song

## Time to Zip!



Hi! I'm Mike Song, author of *Zip! Tips*. Join me as I countdown the greatest tech tips of all time!

Remember to practice each *Zip! Tip* five times and try to show a few to at least ten people. You'll be on your way to becoming a true productivity super hero.

Your feedback is important to me. Let me know if anything in this program can be improved. You can email me at [mike@getcontrol.net](mailto:mike@getcontrol.net).

Warm Regards,

A handwritten signature in black ink that reads "MIKE" in a stylized, cursive font.

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## Core *Zip!* Tips Principles

**#1 Tech management is the fastest way to get more done.**

**#2 Activate your robots!**

**#3 The best *ZIP!* Tips work forever and everywhere.**

**#4 See one. Do five. Teach ten.**

**#5 Whoever manages their chaos the best wins.**

**#6 Create one-click access to what matters most.**

**#7 Optimize your home page for career success.**

**#8 Do the tough stuff first to build momentum.**



## #10 The Amazing AutoCorrector

### Amazing AutoCorrector for Outlook 2003, 2007, 2010, and 2013 (PC Version)

**For Outlook 2003:** Click on *Tools > Options > Spelling > AutoCorrect Options* to arrive at the.

**For Outlook 2007:** Click on *Tools > Options > Spelling and Autocorrect > AutoCorrect Options*

**For Outlook 2010 or 2013:** Click on *File > Options > Mail > Spelling and Autocorrect > AutoCorrect Options*

This will place you at the AutoCorrect programming page. Type a short trigger phrase in the *Replace* box and your longer phrase in the *With* box. Click on *Add* and *OK*. Then, open a new e-mail, type the trigger phrase, and tap the spacebar.

### Amazing AutoCorrector for Microsoft Word, Excel, PowerPoint, and OneNote 2007

- For 2007 versions, click on the Windows Office button in upper left corner and then *Word, Excel, PowerPoint, or OneNote Options > Proofing > AutoCorrect Options*.

### Amazing AutoCorrector for Microsoft Word, Excel, PowerPoint, and OneNote 2010 and 2013

- Click on *File > Options > Proofing > AutoCorrect Options*.

### Amazing AutoCorrector for Mac Mail and MAC Outlook 2011

- Open Mac Mail and open a new e-mail.
- Move your mouse to the top of the screen to reveal the topmost menu.
- Select *Edit > Substitutions*.
- Make sure that *Text Replacement* is checked.
- From the same menu, select *Show Substitutions*.
- Click on *Text Preferences* and + to add a new AutoCorrect.
- Type a short trigger phrase in the *Replace* box and your longer phrase in the *With* box and click on *Enter*.
- **Bonus ZIP! Tip:** Your amazing AutoCorrects will also work in Mac Notes and in the calendar.

### Amazing AutoCorrector for Mac Word, PowerPoint, and Excel 2011

- Open Mac Word, PowerPoint, or Excel and move your mouse to the top of the screen to reveal the drop-down menu.
- Select *Tools > AutoCorrect*.
- Type a short trigger phrase in the *Replace* box and your longer phrase in the *With* box.
- Click on *Add to save*.
- **Bonus ZIP! Tip:** In many cases, the AutoCorrects you create will transfer from Word to Excel and PowerPoint.

### Amazing AutoCorrector for iPhone and iPad

- Go to *Settings > General > Keyboard* and click on *Shortcuts*.
- Click on *Add New Shortcut* to arrive at the AutoCorrect programming page, also known as the trigger page.
- Type the longer phrase in the *Phrase* box..
- Type the short trigger phrase in the *Shortcut* box and click on *Save*.

### Amazing AutoCorrector for BlackBerry

- Click on *All* from your main window.
- Click on *Options*. (It's an icon that looks like a wrench.)
- Click on *Typing and Input > Word Substitution*.  
(Readers with older software versions may need to go to *Options > AutoText* instead of *Input > Word Substitution*.)
- Click on the menu button, which is to the left of the center track pad and has seven dots on it.
- Click on *New* to arrive at the *AutoCorrect* programming page, also known as the trigger page.
- Type your short trigger phrase under the word *Replace*.
- Type your longer phrase under the word *With*.

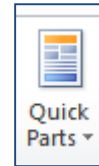
## #9 The Draftinator

**JOB:** Rapidly adds commonly used snippets and passages to email and documents.

### The Draftinator for Outlook and Word 2007, 2010, and 2013 (“Quick Parts”)

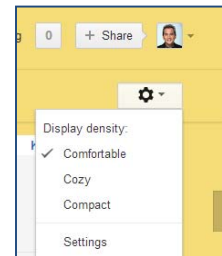
*Note: Does not work in Outlook 2003 or Mac Outlook 2011.*

- Highlight any frequently used text, graphic, or snippet within an Outlook e-mail or Word document.
- Click on *Insert > Quick Parts > Save Selection*.
- Name your selection and click on *OK*.
- To retrieve: Click your mouse where you want to place the Quick Part inside your e-mail or document.
- Click on *Insert > Quick Parts* and a drop-down menu will show all the Quick Parts you stored.
- Click on your item to instantly paste it into your e-mail or document.
- To delete or edit a Quick Part, click on *Insert > Quick Parts*, right-click on any item, and then select *Organize and Delete*.



### The Draftinator for Gmail (“Canned Responses”)

- From Gmail e-mail, click on the gear icon in the upper right corner.
- Click on *Settings > Labs*.
- Select *Enable Canned Responses* and click on the *Save Changes* button at the bottom of the page.
- To create a canned response, open a new e-mail and enter your text, graphic, or snippet.
- Click on *Canned responses*.
- Click on *New canned response*, name the response, and then click on *OK*.
- To use your canned response, open a new e-mail, and then click on *Canned responses*.
- Select one of the templates you have stored.
- Edit and *Send*.

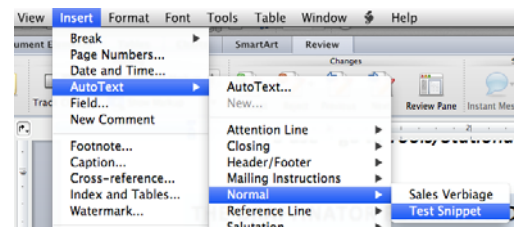


### The Draftinator for Lotus Notes (“Stationary”)

- From your inbox, click on *Tools > Stationary > New Stationary > Message*.
- Add your draft snippet and click on *Save*.
- Name your snippet and click on *OK*.
- To use, go to *Tools > Stationary* and double-click on your draft.

### The Draftinator for Mac Word 2011 (“Autotext”)

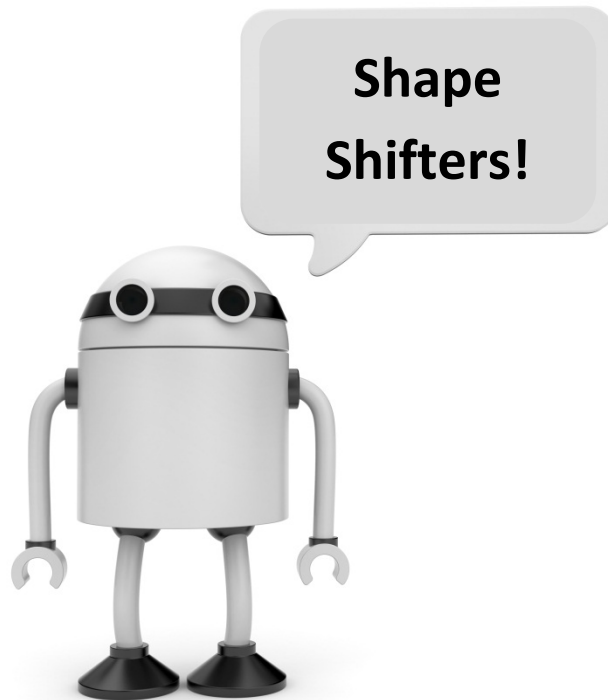
- Open a Mac Word document.
- Create and highlight your snippet.
- On the topmost menu, click on *Insert > AutoText > New*.
- Name your Snippet and click on *OK*.
- To use your snippet, go to the topmost menu and click on *Insert > AutoText > Normal*.
- Select your snippet as shown in this screenshot >>



## #8 The Transformer

**JOB:** Transforms ordinary e-mails into scheduled to-do items, appointments, meetings, contacts, and much more.

- Outlook, Lotus Notes, and GroupWise users: Click and drag email into Calendar or Tasks to Transform them into different things.
- Outlook users: Click and drag email into Contacts to transform them into contacts. Outlook 2010 and 2013 users can access the social media connector at the bottom of any contact or email.



## #7 The ZipZone

**JOB:** Creates rapid, always-available access to your most important and frequently used documents, folders, applications, and websites.

### ZipZone for XP, Windows 7 and 8

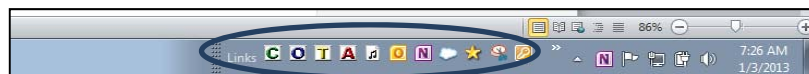
*Note: These instructions assume that your Windows toolbar is positioned at the bottom of your monitor's screen. Windows 8 users should open a word document at this time.*

1. Right-click on your lower, horizontal toolbar, just right of center.
2. Uncheck *Lock the Taskbar* if it is checked.
3. Right-click again and click on *Toolbars* and check *Links*.
4. A dotted bar will appear with the word *Links* next to it in the lower right corner. Pull the *Links* bar to the left to create more space for your ZipZone robot.
5. Right-click on the word *Links* and uncheck the words *Show Text*.
6. Now you can create shortcuts for what matters most. Drag and drop documents, folders, shared drive folders, SharePoint folders, applications, and shortcuts to websites to the ZipZone to create one-click access to your most important stuff.
7. **Bonus ZIP! Tip:** You can add colorful icons to change generic-looking ZipZone items to speed navigation. You will notice that an Excel spreadsheet shows up as a generic Excel icon. To make it visually clear, right-click on the icon and select *Properties > Shortcut* and *Change Icon*. This will usually lead you to a bunch of icons. Select one that has meaning for you and click on *Apply* and *OK*. The appearance of your ZipZone icon will change immediately. If for some reason you don't see any icons – there are many websites that offer free icons.

### ZipZone for Mac Users

*Note: These instructions were created for Mac Mountain Lion OS. You can place websites, documents, and folders on the right side of your lower, horizontal dock area.*

8. **Documents and Folders:** Determine your most-used documents and folders and drag them to your rightmost, bottom dock area. In some cases, you may be able to drag Share Drive Folders or SharePoint folders.
9. I recommend changing the icons of folders and documents to distinguish them. There are many websites that offer free icons.
  - To change the icons on your folders, press the Control key and click on the folder.
  - Click on *Get Info*.
  - Click and drag the icon graphic into the smaller folder at the top right of the *Get Info* window. If this does not change the icon, you should be able to open the graphic, select *All* via the Command + A key, copy using the Command + C key, and paste the icon into the *Get Info* folder using Control + V.
- **Websites:** Choose 3–4 of your most-used websites and drag them to the same dock area on the lower right. Click and drag the icon to the right of any URL and the website will move down the lower-right toolbar.







## #6 AutoDialer

**JOB: Saves thousands of clicks per year by having the phone dial secondary phone numbers.**

### The AutoDialer for iPhone

- Open the address book contact for your teleconference or voice-mail.
- Select *Edit*.
- Then click to the right of the first phone number and select *+\*#*.
- Click on *Pause*.
- Do this two more times so that you have three commas after the number.
- Enter the pass-code number after the commas.
- Click on *Done*.

### The AutoDialer for Android Phones

*Note: Some android phones may have different instructions.*

- Open the address book contact for your teleconference number.
- Select *Menu* and *Edit*.
- Click to the right of the first phone number and select *P* for *Pause* three times.
- You will see three commas appear behind the phone number.
- Type the pass-code number after the commas.
- Click on *Save*.

### The AutoDialer for BlackBerry Phones

- Open the address book contact for your teleconference number.
- Click on the menu button, which is the one with seven dots on it, to the right of your track pad.
- Click on *Edit*.
- Click to the right of the first phone number.
- Click on the menu button again and select *Add Pause* three times.
- You will see three *p*'s behind the phone number.
- Type the pass code after the commas.
- Click on your back button, which is to the right of the track pad, and then select *Save*.

## #5 The Tower of Power

**JOB: Organizes and prioritizes your home page to maximize performance.**

### Step 1: Zap Your Time-Wasting Apps

Move time wasting applications two pages away. Most tablets and smartphones allow you to press on the icon and then slide it to its new destination.

### Step 2: Create Career Success Folders on the Second Row from the Top of Your Home Page

#### Create a Success Folder on an iPhone or iPad

*Note: Primary Apple apps, such as mail or settings, can't be placed in folders, but anything else can.*

- Press and hold any icon until all icons begin to vibrate.
- Drag and drop one icon into another to create a folder.
- Name the folder anything you like.
- You can drag more icons into your folder.
- Click on the *Home* button to stop the vibration.

#### Create a Success Folder on Most Android Devices

*Note: Folder creation on the android operating system may differ for different phone and manufacturers.*

- Press and hold any empty part of your screen, and you will see a *Personalize* area where you can select *Folder* and then *New Folder*.
- A new folder will pop to your screen.
- Open it up and press and hold the current title in the top left area. It's preset to the word *Folder*.
- A *Rename* box pops up, allowing you to title it whatever you want.
- Drag and drop icons into your new folder.

#### Create a Success Folder on a Blackberry

- Click on the BlackBerry menu button, which is the one with seven dots on it, to the left of the track pad, and then select *Add Folder*.
- Name the folder (for example, "Travel") and click on *Add*.
- Now, click on any application (e.g., United Airlines Travel app) that you'd like to move and select *Move to Folder*.
- You will see all a list of all folders. Click on the one you created to add your app.

### Step 3: Create a Top Row of High-Power Learning Icons.

#### Shortcuts to Tower of Learning Power Websites for iPhone and iPad

- Open your Safari browser and surf to a website or blog that will provide you with extremely useful knowledge.
- Find the rectangular box with an arrow jumping out of it. The box is in the upper left of an iPad, and on an iPhone, it is on the bottom, in the center.
- Click on the box that has an arrow jumping out of it and select *Add to Homescreen*.

- Rename the web page with a shorter name of seven letters or less.
- Click on *Add*.
- Find the icon (it isn't always on your home screen) and press and hold it so you can move it to the top row of your home screen. Repeat until the top row is filled with experts.

#### **Shortcuts to Tower of Learning Power Websites for Androids**

*Note: Some androids may work slightly differently since they are made by different companies.*

- Open your android browser and surf to a website or blog that will provide you with extremely useful knowledge.
- Click on the menu button and select *Add bookmark*.
- Rename the bookmark with a shorter name of seven letters or less.
- Press and hold an empty space on your home screen until the *Personalize* menu appears.
- Select *Shortcut* and then *Bookmark*.
- Select the Tower of Learning Power bookmark you created from the bookmarks page that appears.

#### **Shortcuts to Tower of Learning Power Websites for Blackberry SmartPhones.**

- Open your BlackBerry browser and surf to a website or blog that will provide you with extremely useful knowledge.
- Click on the BlackBerry menu button, which is the one with seven dots on it, usually found to the left of your track pad.
- Select *Add to Homescreen*.
- Rename the web page with a shorter name of seven letters or less.
- Make sure *Home* is the selected location and that *Favorite* is checked
- Click on *Add*.
- Find the icon by clicking on *All* on your main screen and then highlight the icon with your track pad. Click on the menu button and click on *Move*. This allows you to use the track pad to move the icon to the top row of the BlackBerry home page.

*Important Note: The Tower of Learning Power can be implemented in many places including Windows XP, 7, and 8 home screens. The Windows 8 start page is also an ideal location for the Tower of Learning Power robot.*

## #4 The SearchBot

**JOB:** Zips to helpful information in search engines.

1. **The Weather Fetcher:** Get a fast weather forecast by typing in your postal code plus the word temp.
2. **The Overnight Package Tracker:** Find any FedEx, UPS, or DHL package in a flash by simply typing the tracking number into your search engine. The carrier will give you a link without having to log into the carrier's website.
3. **The Flight Tracker:** Type in your airline and flight number to get an up-to-the-second report on arrival time, gate number, or delays—for example, type "United 235."
4. **The Converter:** This Searchbot converts almost anything in a flash: dollars to pesos, gallons to liters. Just type the word into between whatever you want to convert—for example, "798 Euros into Yen."
5. **The Site Searcher:** Search for info on only one website by typing the word site, no space, and then the site name and a search term. For example, to sign up for ZIP! Tips classes, type: "site:zip-tips.com zip class."  
Important: Do not put a space between the colon and the site name.
6. **The Specifier:** Placing quotes around any phrase or name gives search results for that precise term. This dramatically narrows your results to the exact thing you need—for example, search for "customized title widths version explorer" and you will get thirty-four million results. Next, search "'customized title widths' version explorer" and you will get around seventy results.
7. **The Simplifier:** No need to capitalize, punctuate, use symbols, or even spell search terms perfectly. Google, Bing, and other search engines overlook all that stuff.
8. **The Calculator:** Type any math equation into the search box and the answer will pop right out in an instant, along with a nice advanced-function calculator. Never fumble for a calculator again.
9. **The Dictionary:** Simply type the word define and any phrase or word for which you need a description, and your Searchbot delivers the dictionary definition in a flash.
10. **The Clock:** Simply type the word time and any city in the world to get the current time. This is a big help when scheduling meetings with a global group.



## #3 The Volume Crusher

**JOB: Conquers e-mail overload by reducing inbox clutter.**

### **The Volume Crusher for Outlook 2003 and 2007**

- From the Outlook inbox, right-click on an e-mail.
- Select *Create Rule*.
- Check the top and bottom boxes on the left.
- Check *Select Folder* and click on the destination folder.
- Click on *New* to create a new folder if needed.

### **The Volume Crusher for Outlook 2010 and 2013**

- From the Outlook Inbox, highlight any low-priority e-mail.
- Select *Rules > Always move messages from*.
- Click on the folder to which you want the e-mail to go.
- Click on *New* to create a new folder if needed.

### **The Volume Crusher for Gmail**

- Check the box to the left of any Gmail e-mail.
- Click on *More > Filter messages like these*.
- Click on *Create filter with this search*.
- Check *Skip the Inbox* and *Apply the label > Choose Label*.
- Select *Label*.
- Click on *Create filter*.

### **The Volume Crusher for Lotus Notes**

- Highlight any low-priority e-mail.
- Click on *More > Create Quickrule*.
- Check *When Sender* and *Select*.
- Choose or create folder.



## #2 The ZipCutter

**JOB:** Help you work faster by reducing clicks and mental effort required to do your job.

### Top-Ten Windows Computer Shortcuts

10. **Control + Z:** Undo multiple steps fast by hitting Z over and over again.
9. **Alt + Tab:** Toggle rapidly between all open programs.
8. **Windows Key + Tab:** Toggle through 3D view of open programs in Windows 7 and 8.
7. **Control + A:** Select all.
6. **Control + C:** Copy anything that is highlighted.
5. **Control + X:** Cut (and later copy) anything that is highlighted.
4. **Control + V:** Rapidly paste anything that has been copied.
3. **Control + F:** Instant keyword search of any document, e-mail, or web page.
2. **Control + the plus or minus sign:** Enlarge or decrease the viewing size of any web page.
1. **F12: File > Save As** for all Microsoft PC Office Documents: Save Outlook e-mail to your hard drive.

### Top-Ten Mac Computer Shortcuts

10. **Command (⌘) + Z:** Undo multiple steps fast by hitting Z over and over again.
9. **Command (⌘) + Tab:** Toggle rapidly between all open programs.
8. **Command (⌘) + Shift + 3:** Take a screenshot.
7. **Command (⌘) + A:** Select all.
6. **Command (⌘) + C:** Copy anything that is highlighted.
5. **Command (⌘) + X:** Cut and later copy anything that is highlighted.
4. **Command (⌘) + V:** Paste anything that has been copied.
3. **Command (⌘) + F:** Instant keyword search of any document, e-mail, or web page.
2. **Control + the plus or minus sign:** Enlarge or decrease the viewing size of any web page.
1. **Command (⌘) + Spacebar:** Open Spotlight Search.

# #1 The Collaborator: OneNote

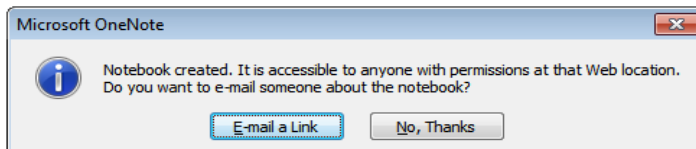
**JOB: Provides a much better way to record meetings and projects in an easily shared digital format.**

## Create Your First OneNote Workbook and Begin Collaborating at the Next Level

Locate the OneNote icon by clicking on *Windows Start > All Programs > Microsoft Office > One Note* or use the search method described above.

*Note: While OneNote is not yet available for Mac users, Evernote is a terrific and similar app that has many of the same features as OneNote.*

- Once OneNote is open, click on *File > New > Web*.
- *You may need to log into or create a Microsoft Live ID or Skydrive account.*
- Name your folder.
- Select *Create Folder*, which is an icon that appears in the lower right portion of your computer screen.
- OneNote will then prompt you to share this folder with others by e-mailing them a link.



## Quick Start Instructions for OneNote

### Creating Tabs

You can divide any notebook into useful sections by adding tabs across the top.

- Click on the tab asterisk (2007, 2010) or tab plus sign (2013) at the top of any page to add and name a new section.
- Right-click on any tab to quickly rename, delete, or copy it. You can also right-click to change tab color or password-protect the section.

### Creating Pages

Now you're almost ready to start taking notes. But first, notice that each tab area can be divided into sub-sections or pages that appear on the right. If you're taking meeting notes - you may want to create a sub-page for action items and another sub-page for decisions that have been made by the team.

- You create a page by clicking on *New Page*.
- You can name the new page by filling in the topic area in the blank space in the upper left portion of each page.
- Right-click on any page to quickly rename, delete, or copy it. You can also right-click to change tab color or password-protect the section.

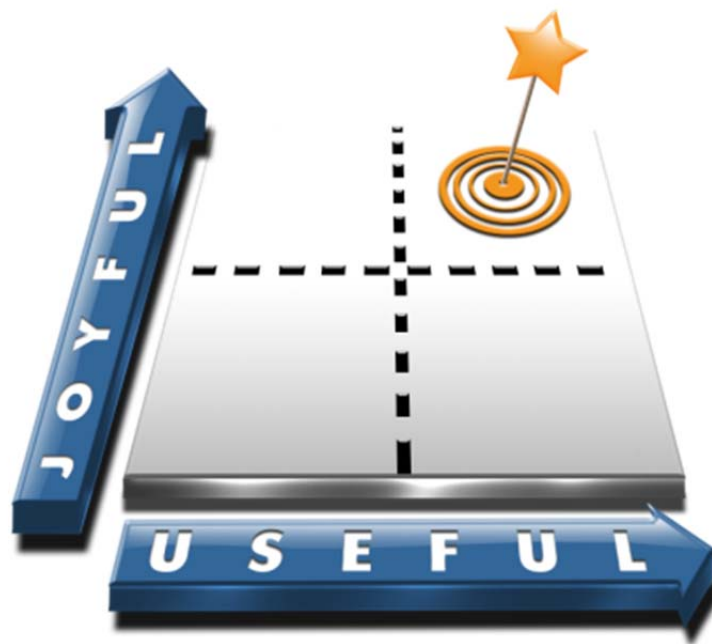
Click anywhere to begin adding meeting notes.

- Click on the *Insert* button to add a wide variety of content.
- Click on the green *Synchronize* button so your changes will be updated for your entire team.
  - To learn more, consider taking the Get Control! OneNote class at [Zip-Tips.com](http://Zip-Tips.com).

## Bonus Bot-The Motivator: Use the Joyful-Useful Matrix

Get Control! of your work environment by asking yourself these questions.

- 1. What would make every work day more joyful for me?*
- 2. How can I be more useful to my team and organization?*



### Additional Time Management Ideas

- Focus on what is urgent and important
- Use the 80-20 Rule: 20% of potential tasks deliver 80% of the results
- Take on your toughest tasks early and with passion
- Focus on what is needed vs. what is new
- Avoid as many pings, dings, rings, and notifications as possible
- Use mini-tasks lists to navigate a rapidly changing workplace
- Break complex tasks into simple steps in order to build momentum





## Quick Survey

Please fill in the most appropriate response below:

Question	Strongly Agree	Agree	Disagree	Strongly Disagree
The seminar provided valuable info I can use on the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I learned new and useful ideas that will boost my productivity and performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this seminar to all colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presenter was professional, helpful and well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This seminar will help me save 20 minutes a day or more.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**I would give this seminar an overall rating of: (check below)**

- (\*\*\*\*\*) Excellent**    
 **(\*\*\*\*) Good**    
 **(\*\*\*) Average**    
 **(\*\*) Fair**    
 **(\*) Poor**

Please place any additional comments on back of this survey!

- Yes! Please send me a free monthly email, smartphone, or meeting *Zip!* Tip.**
- Yes! I am interested in team training or a keynote presentation.**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_



## Other Useful *Get Control!* Classes



If you enjoyed this class, ask your learning and development team about other fast, fun, and effective *Get Control!* modules. You can also visit [www.getcontrol.net](http://www.getcontrol.net) for more information.

If you don't know what programs your organization offers – feel free to email me at [mike@getcontrol.net](mailto:mike@getcontrol.net) and we will refer you to the right person in your organization who can answer all your questions!

A complete schedule of upcoming *Get Control!* webinars and list of Emodules can be found at [www.getcontrol.net](http://www.getcontrol.net)

## The Core Modules

*Get Control!*<sup>®</sup>  
of Email

*Get Control!*<sup>®</sup>  
of Meetings

*Get Control!*<sup>®</sup>  
Get Organized

## The Tech Modules

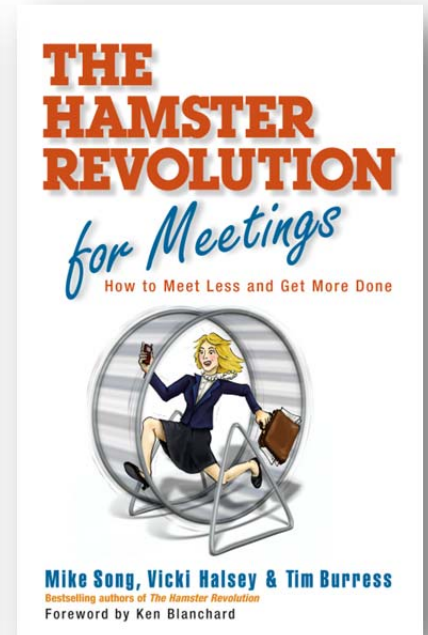
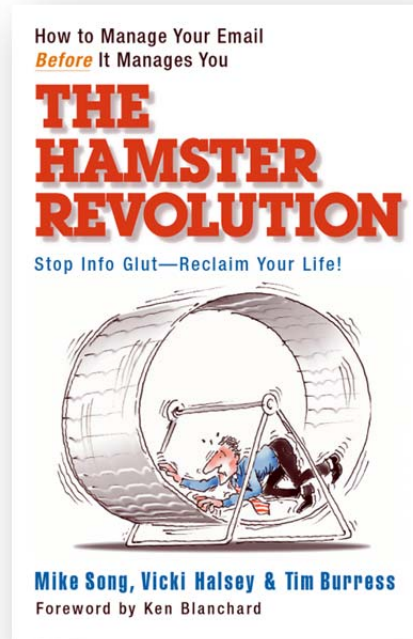
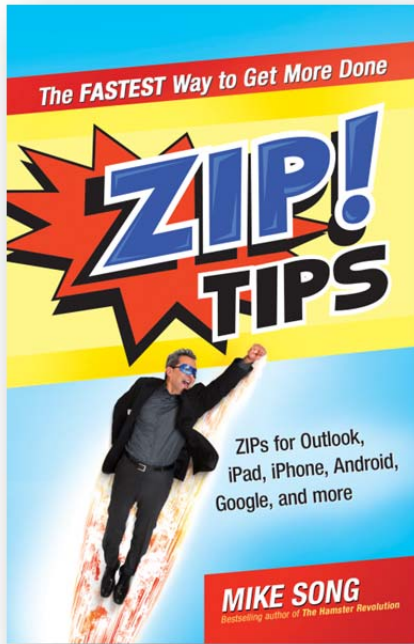


Outlook iPhone iPad SharePoint OneNote

Gmail Web Meetings BlackBerry Lotus Notes

Contact us for information on live training, keynotes, e-learning and webinars at [info@getcontrol.net](mailto:info@getcontrol.net) or 888-340-3598

## Best-Selling Books



- ✓ “The new way to get more done!”  
-Ken Blanchard, Co-author, *The One Minute Manager*®
- ✓ “Brilliant, funny, and extremely effective!”  
-Paul Ruane, Dir. of Learning and Development, Schering Plough