



# Smart Phones, Terrific Tablets, and “The Cloud”

A Combined Program on Cloud  
Usage, Smart Phone & Tablet  
Optimization, and Apps!!

Presented by  
Randall (Randy) Dean



**Randall Dean Consulting & Training, LLC**

**Central Michigan  
University**

January, 2015



# Productivity in "The Cloud"

Harnessing the Power of The  
Cloud for Enhanced Personal and  
Professional Productivity

Presented by  
Randall (Randy) Dean  
President, *Randall Dean Consulting &  
Training, LLC*  
A Leading Time Management/Smart Phones & Tablet/  
E-mail & Info Overload Training Firm  
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## Agenda of Program

- What is "The Cloud"?
- How do you get to it?
- What can you do with it?
- Is security a concern?
- What are the benefits of "the cloud"?
- Sharing on The Cloud
- Productivity & Time Management on The Cloud

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## So, what is "The Cloud"?

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**Best Definition  
I've Heard:**

*Your “stuff” on someone else's  
computer network, and you  
get/use/share your stuff  
via the Internet*

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**How do you access the cloud?**

YOU ALREADY ARE!

- ... through your computers, phones, tablets
- ... and a live Internet connection
- SHAMELESS PLUG: All CMU faculty and staff now have access to Microsoft OneDrives
- Big spread of 4G networks and expansion of public WiFi options have made it available virtually everywhere
- Funny travel tip – getting out of “the cloud”

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**What kind of stuff goes on  
“the cloud”?**

Pretty much ANY data file:

- Documents (private and public)
- Productivity: E-mail, Calendar, Contacts, Tasks, Texts
- Music & Media
- Photographs
- Social tools/info      Instagram
- Application Data (The “Apps” on your phone!)
- ... and more!

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## Where is it stored?

On another firm's network:

- Amazon
- Google
- Apple
- Microsoft
- IBM
- Box & Dropbox
- Even places like Facebook, Evernote, & Instagram
- Some lesser-known providers may offer more secure storage/access



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## Is Security a Concern?

In short, YES, but ...

- Much of the risk can be mitigated with smart computing and Internet practices
- Use private networks and VPNs when available
- Use different browsers for secure and non-secure browsing (different computers too? Personal vs. work phones?)
- Have smart, difficult user names and passwords
- Avoid using public terminals and public WiFi (personal hotspot?)
- Avoid putting highly sensitive data on popular public sites
- More Private = More Careful

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## What are the benefits of The Cloud?

So MANY!

- Virtually unlimited storage (depending on what you pay for)
- Your IT is outsourced! (Data is professionally managed and backed up.)
- Get to your stuff from virtually any Internet-capable device (computer, phone, tablet – even your TV)
- You can share and collaborate (more on that in a minute...)
- You can create virtually & remotely ...

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## What Happens When Two Clouds Merge?

***Magic!***

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## Evernote & Google Voice-to-Text

Google

- Used my cloud-based Evernote account to create first draft of this presentation
- ... using Evernote app on my Android smart phone
- ... using the cloud-based Android voice-to-text
- Then, brought up my web Evernote client on my laptop browser
- ... and pasted each slide "note" into the corresponding slide in this presentation
- Who types anymore???

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## Business Benefits of The Cloud

- Social connection with clients (FB, LinkedIn, G+ ...)
- My entire customer database is cloud sourced – use to send promotions, new course announcements, and e-newsletter (best \$50 spent per month)
- Post promo videos on YouTube
- Have most of my products in digital format now – no inventory!
- Sales 24/7/365 to potentially global audience
- People building apps & stores on cloud making fortunes

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# Let's Talk About Sharing in The Cloud

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## First: A Personal Example

We moved last year ...

- Moving is tough
- Especially with young kids
- And two full-time+ working parents
- ... that are Type A perfectionists
- But the cloud helped ...

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copy of to do for house move

File Edit View Insert Format Data Help All changes saved in OneDrive

	A	B	C	D	E	F	G
1							
2	Utilities/Services	Responsible Person	Contact Number	Contact Person	Date Called	Date to stop service on/transfer	Date to start service on/transfer
3	Comcast's Energy	Jana	Comcast #		9/9/2013	9/23/2013 8am midnight	9/11/2013 at midnight
4	Water - City of East Lansing	Randy					
5	Lansing Board of Water and Light	Randy					
6	ADT	Jana	1800-600-5145 / 1-866-452-7356 (6900)		2/8/2013	8/21/2013	8/21/2013 - initial from 12 Sept
7							
8	Admin Changes	Responsible Person	Date Called				
9	Verizon	Randy					
10	Student loans	Jana		9/8/2013			
11	American account	Randy only	Jana changed hers 5/9/13				
12	Marriott Rewards	Randy					
13							
14	MSU	Jana					
15	Driver's License	Randy	Jana Completed 3/8/2013				
16	Obama's Salary	Jana		9/8/2013			
17	Dr. Will Evans	Jana		9/8/2013			
18	School District	Jana		9/12/2013			
19	Reed insurance	Randy					
20	Lansing Pediatrics?	Jana		9/8/2013			
21	MSU	Jana		9/8/2013			
22	MSU PDU	Jana		9/8/2013			
23	Charter One Bank	Randy					
24	State of Michigan USA	Randy					
25	U.S. Treasury	Randy					

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## Second: I'm releasing a new recorded product

Online Now:

- 3 Minutes a Day
- 30 Days
- “From Distracted to Productive”

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## I wrote each day – my editor provided comment in Dropbox:

2. A really powerful story illustrating the concept. Can also summarize an eye-opening experiment (150 words max, or 60 – 90 seconds)

One of the current biggest areas of training and development in the corporate world right now is transitioning recently promoted people from being “shoots” to leaders. There seems to be a major disconnect for a lot of new managers; they often get promoted because they are so good at doing what they used to do in their previous job. But when they do, the big downfall occurs: very few of them know how to get other people to be as good at “getting stuff done” as they are. I’ve had a few managers like this – they keep everything to themselves, they isolate their team, and very little gets done. They don’t trust or enable others to do things they would be fully able to do. So they keep trying to do and do and do by themselves, without getting those they now manage to be productive doors also. They “Do” instead of “Lead.” And ultimately, most of them either outright fail at their goals, or suffer through years of mediocrity. On the other hand, look at just about any super success: Steve Jobs, Richard Branson, Oprah Winfrey – first and foremost, they are team builders. They have a vision, but then they surround themselves with people that will make that vision real. And they let those people perform.

2a. Story Type (bold the story type you choose)

- 1. personal - specific: XXXX
- 2. research - the report
- 3. historical figure - specific
- 4. other - specific

3. Moral of the story (100 words max, 10-15 seconds)

Are you an outstanding doer, that is now not getting enough done? If you have effectively reduced your distractions through your efforts in this program, you will hopefully now be an even better “Doer.” But wouldn’t it be nice to take this thing to a whole new level? Wouldn’t it be nice to create more time, the only way it is truly possible – through the effective leveraging of others? Yesterday, you had you identify your people. Now it is time to get those people actually working and producing.

Here, can we tell a story, perhaps about a successful leader, and perhaps show just how skillful they are at delegating, or at getting ppl to do stuff?

The more specific, the better. You want to paint a picture in the user’s mind of what this looks like. That is the kind of stuff they’ll remember.

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## Third: Groceries (no kidding)

Grocery IQ app:

- Shared account (same username & password)
- Cloud-based list shared on both of our phones
- “Happy wife = happy life”

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# Using "The Cloud" For Productivity

- E-mail
- Calendar
- Task/To Do List
- Notes/Memos
- Addresses/Contacts

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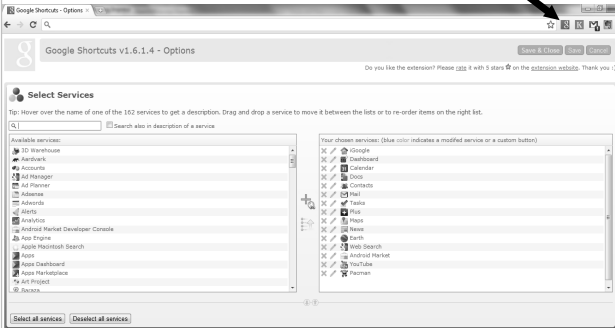
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## Google Shortcuts for Chrome



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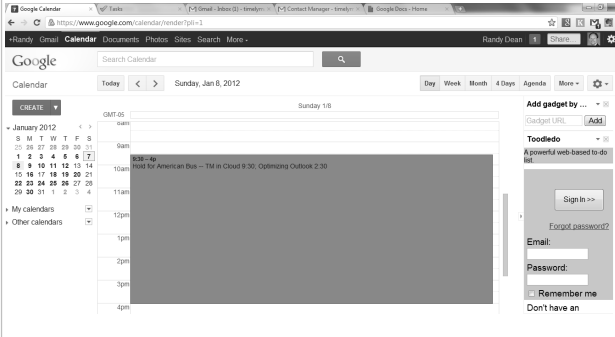
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## ... Turns Chrome into "G-Outlook"



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# Smart Phone Success & Terrific Tablets:

*Getting More Productivity From  
Your Smart Phone and Tablet Devices*



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**PLEASE, at this time ...**

**Keep your phones ON!**

(but turn off the ringer).



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# The Original Four Buttons



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## Then, along came BlackBerry ...

- e-mail
- phone
- some web
- some GPS



- but at about the same time ...



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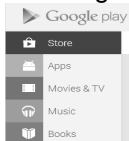
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## BOOM! iPhone and Droid

- app insanity (750K+ on Apple & Google Play!)
- dramatically improved web
- dramatically improved media
- both phones/OS systems “game changers”



The App Store  
There's an app for that.



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## Now, 4G and tablets – WOW!

- computers in decline?
- multidimensional devices
- speed faster than DSL
- streaming media
- video communication
- even hotspot and virtual meeting capabilities



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## ... and "the cloud"

- much of your "data" does not need to be hosted locally
- and can be shared across numerous cloud-enabled devices (and people!)

- e-mail
- calendar
- contacts
- social media
- music and video
- even documents and files



- tablets and smartphones now effectively "cloud access devices"

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## THIS is our reality, and it is changing FAST.

*How do you find productivity (and limit distraction) in this "smart phone" reality?*

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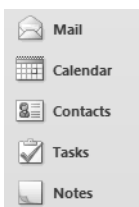
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## First, go back to basics:

- E-mail
- Calendar
- Contacts
- Tasks
- Notes



*Google????  
Office 365???*

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## The Original Four Buttons



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## E-mail:

- integration w/ work e-mail critical
- using Outlook?
  - worked seamlessly w/ BlackBerry
  - K-9 Mail worked great for me on Droid
- take a good look at Office 365?
- apps available for online cloud-based e-mail: Gmail, Yahoo, Hotmail, more



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## Calendar & Contacts

- auto-sync w/ BlackBerry & iPhone
- requires Google sync app download for Droid w/ Outlook
- want to consider posting both Calendar and Contacts to cloud app
  - can then access anywhere
- professional & life contacts to Facebook/LinkedIn??? ("Sticky")



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## Tasks

- easy sync w/ BlackBerry
- a bit tricky for Outlook users on Droid & iPhone
- on Exchange?

- Touchdown for Droid & iOS
- TaskTask for iOS
- Office 365



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## Not Using Tasks in Outlook? PLENTY of Options

- I really like ToodleDo – browser-based on PC or Mac, but synced apps for tablet and/or smart phone
- Using Google Tasks? Several syncing apps with online Google Tasks account (GoTasks, Google Tasks Lite, etc.)
- Several other solid task apps – do some research to find one right for you
- Simple option for Outlook users: e-mail photo of daily tasks BACK to phone when away from Outlook using Snipping Tool



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## Key need:

**Can you get current access to your e-mail, calendar, today's tasks, and important contacts?**

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## Notes:

- handy to have access to many useful notes/reminders
  - Company/Staff info
  - Shopping Lists
  - Travel numbers/sites
  - Even passwords and private info
  - (Best "Happy Hours" & Golf Yardages)
- better in your phone than in your head!
- used to teach on Outlook, but now...

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## Current Best-Practice Note Recommendation:



**Evernote**  EVERNOTE

- widget downloads into Outlook -- easy to copy notes (and e-mails, tasks, etc.) to cloud
- cloud app can then sync notes to other devices (including tablets)
- also can "clip" web articles and store PDFs for later review -- AWESOME!
- built most of this presentation on Evernote (to start!) -- worked on it on laptop, Droid phone, AND Kindle Fire
- even scanners now can scan directly to Evernote
- LiveScribe pen will save handwritten notes directly to Evernote (some of other ones being developed too)

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## Passwords and Private Info?

- need a "password keeper" -- one master password for access to all accounts, passwords and log-ins
  - I also use for highly personal information -- stuff I don't want "on the cloud" or my work computer!
- need to download for iPhone & Droid
  - using UPM on Droid
  - wife is using My Eyes Only on iPhone
  - Dashlane???



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## Now that have basics, what else for standard productivity?

- Office docs reader/editor (Word, Excel, etc.)
  - I'm using OfficeSuitePro 
  - Google just changed QuickOffice 
  - DocumentsToGo on iPhone (Prezi? ClearSlide?)
- Adobe Reader for PDFs   
- Box or DropBox for document storage/access
- search tool for web  
  - I use Google search and Google Voice Search 
  - Siri is pretty sweet for iPhones!

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## Something New for Windows 8 Users

BlueStacks App – provides an Android Emulator for your Windows 8 device

Can then download apps from Google Play

*(Haven't tested yet – just found out)*

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## Voice Assistant?? - Siri & Google Now

- Both can provide great help with hands-free, voice-based commands and communications.
- Google voice-to-text is amazing – wrote this presentation using it (on Evernote!)
- Test these – and get in the habit of turning them on as soon as you get in your car!
- The more you use them ...

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## Something Siri-ously Silly ...



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## Productivity Peripherals

### • Productivity Peripheral Devices/Services?

- Internet Tethering/WiFi Hotspot capabilities
- WiFi Printer/Copier
- Bluetooth keyboard for iPhone/iPad
  - Both allow phones/tablets to effectively act as standalone laptops
- Phone docking station allows me to "port" my phone screen/apps/games to large screen TV/projector



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## Peripherals Continued ...

- LogMeIn app??? (Pretty amazing  [especially for tablets], but a bit expensive)
- Your VPN is more secure
- Coordinated Tablet device??? 
  - Great potential synergy here
- Bluetooth/corded "radio" charger and/or aux port "male-to-male" cable for car
- Brand New: Seal Shield

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## Consider What You Have ...

- E-mail, Calendar, Contacts, Tasks, Notes
- Password Manager
- Web Browsing & Search
- Document creation & storage (via the cloud)
- PDF viewing & creation
- Media playing/viewing/storage/streaming
- Keyboard & printer? (via Bluetooth & WiFi)
- YOU HAVE A FULLY FUNCTIONAL COMPUTER!
- ... *that also has voice-to-text AND touchscreen!!!*
- ... *AND APPS!!!*

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## Power Management

- Don't get cheap with chargers!
  - One near bed
  - One in each vehicle
  - One in travel bag
  - Droid or BlackBerry user? Get an extra battery (BOY SCOUT MOTTO!) 
  - iPhone – Power “Cases”
- Which apps are power hogs? Manage them!
  - WiFi, GPS, Data Service, Music/Video, etc.
  - Advanced Task Killer (great app for turning off too many apps!) 
  - QuickSettings App for Droid (turn off volume, airplane mode, GPS, WiFi, etc. (Android only)) 

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## Extended Productivity

- Reference/News
  - Communications
  - Scanning/Search/PDF
  - Online Shopping/Search
  - Financial Management
  - Social Networking
  - Travel Management
  - Health & Wellness
- Time to go to the App Store!!!*

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## Reference/News

- Wikipedia & AskWiki
- Encyclopedia Britannica (paid)
- Dictionary & Thesaurus apps
- White Pages (full app-based phone book)
- Zip Code Tools & Instant Area Codes/Area Codes for IOS
- WolframAlpha *Tons of Knowledge*
- Google Earth, Maps, Moon, Mars, etc *At Your Fingertips*
- Major News Apps (TV, newspaper, etc.)
- Language/Translation Apps (check out Google Translate!)
- Specific Reference apps (what's your interest?)

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## Extended Communications/ Video Capabilities

- Google Voice (Single line to different lines/integrated voicemail to text) 
- Google Talk & Apple FaceTime  
- My preference: Skype! 
  - Free Skype-to-Skype calls AND video calls
  - Works cross-platform
  - Awesome on 4G!
- TextPlus (multi-person text messenger w/ free calling) 

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## Scanning/Search/PDF

- Google Search widget, Bing, even Siri 
- CamScanner/Scan to PDF Free (turns phone into auto-scanner/PDF creation device)
  - Related CamCard/Full Contact for biz cards
- Barcode Scanner (search QR & bar codes) 
  - Grocery IQ (synced shopping list -- multiple stores -- between multiple users)
  - Keyring – all store loyalty cards in one app!
- Amazon, Google Play, iTunes App Store, BlackBerry AppWorld, Windows Marketplace
  - Comparison shopping/app insanity
  - 4 stars, many reviews, tons of downloads!

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## Financial Management

- Mint.com and Mint apps
- Square and other E-commerce apps
- Expensify (take pictures of and auto-categorize receipts, download from CC)
- AMEX receipt manager
- Bloomberg Mobile (market/investing news/feeds)
- Individual bank/trading apps
- Even an app for finding ATMs!!!

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## Social Networking

- Facebook
- Twitter (& Seesmic)
- LinkedIn
- FourSquare
- Flickr (lots of cool photo apps)
- Instagram
- StumbleUpon
- Pinterest
- Flipboard is pretty cool! & Doggcatcher for Podcasts
- So Many Others!!



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## Travel Management

- GPS (my preference is Google Maps)
  - Poynt & Yelp (takes current location and provides nearby weather/shopping/restaurant/gas options)
- MapQuest also good for location-based search
- Air & Hotel Apps (Provided by many major firms)
- Hipmunk, Kayak, Triplt, FlightView, GasBuddy
- CarrMatey!
- Postagram
- (Area of opportunity/necessity for your firm?)

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## Health & Wellness

- WebMD, ITrriage
- Weight Watchers (my wife loves it)
- MyTracks (track mileage, elevation, speed)
- MyFitnessPal
- Losethebelly, Couch to 5K apps
- Evernote "Doctor's Diary"
  - Track conditions, medications, procedures, allergies, etc.
- Epicurious, Fooducate, etc.

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## Just Really Cool ...

- Bump 
- Kindle app (and Audible) 
- Spotify, Pandora, Slacker, Radio.com, TuneIn Radio, iHeartRadio, etc. 
- Google SkyMap, Go SkyWatch & Apple StarWalk
- Netflix, Amazon Prime, JetFlicks & HuluPlus 
- ScoreMobile (sports scores, favorite teams)
- WolframAlpha (other "ed" Apps) 
- Instagram, GorillaCam, other photo apps
- Percent (for tips) 

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## Even More Apps!

- Zip Code & Area Code Finders
- Public Transit Apps
- Real Time Traffic Apps
- Circle app (find nearby friends)
- Square & Stripe (credit card device and app)
- Prezi (cool presentation tool for Ipad)
- IAnnotate (PDF reader/write comments)
- Numerous handyman apps (level, measure, angles, etc.)
- Shazam & SoundHound
- Nature Sounds/Relaxation apps
- OpenTable (dinner reservations)
- iPhone Secrets app
- Fireplace (and other nature sounds) apps

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## **What are your favorite apps & tools???**

Send me a note at [randy@randalldean.com](mailto:randy@randalldean.com) with your faves!  
I'll post on the related program web pages.

Interested in this or another program for your team?  
Contact Randy Dean @ [randy@randalldean.com](mailto:randy@randalldean.com)

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