

Tech Hacks for Superhuman Productivity

Tips & Tools Master List

Microsoft Suite

Outlook

- Tip: Use desktop version (not web browser version), unless checking for glitches or syncing issues
- Tip: Download and use the Outlook app on your cell phone
- Tip: Folder management; create and use folders to better organize emails (including ones for inactive topics and old emails)
- Tip: Collapse your folders often
- Tool: Use [“favorite” folders](#)
- Tip: Use your inbox as a “to-do list”
- Tool: Use [Categories](#) to color code your [emails and calendar items](#)
- Tip: Use categories to mark and group reference emails in folders
- Tool: Set [follow-up reminders](#) for emails

Outlook Plugins

- Tool: Get the [Zoom Plugin](#) for Outlook
- Tool: Get the [FindTime Plugin](#) for Outlook

PowerPoint

- PPT Setting: [Dual Screen Display](#) to present on multiple monitors (and view speaker notes privately)
- Zoom Setting: [Dual Monitors](#) for Zoom

OneNote

- Use [OneNote!](#)

Excel

- Tip: Follow [Miss Excel](#) on social media
 - [TicTok](#): @miss.excel
 - [LinkedIn](#): Kat Norton
 - [Instagram](#): @miss.excel

Word

- Tool: [Compare and Combine](#) two versions of a document

BONUS Email Strategy

- Ask a question, then state what you will do by default if you don't receive a reply back by a specific deadline.

PDF

- Tool: [Edit PDF](#) -> “Edit” and “Add Text” to add additional text boxes or modify existing content
- Tool: [Fill & Sign](#) -> “Sign Yourself” to upload and use a signature stamp, or add text in a handwriting style
- Tip: Create PDF from multiple places
 - File -> Save as PDF
 - Acrobat Tab -> Create PDF
 - Right click on Word file -> Convert to Adobe PDF



Helpful Tools

- [Snip & Sketch](#) tool is the updated version of the old “Snipping Tool” – Pin to taskbar for easy access!
- [ScreenToGif](#) for creating really easy looping video clips!
- [LastPass](#): Download App and add browser plugins: [Blink Page](#)

Websites

- Scheduling polling
 - Use [Doodle Poll](#) for a few very specific options
 - Use [When Is Good](#) if you need to poll large chunks of time or full days and narrow it down to a specific period of time with the best overlap
- [Canva](#) for all your design needs – bonus, get the [UCSD license discount!](#)
- [ChatGPT](#) to answer questions, summarize content, draft emails, compose responses, revise work, write code and more!

BONUS Tip: Google Drive/G Suite

- [Blink Page](#) for Campus
- [Pulse Page](#) for Health/Health Sciences (SSO required)