

Technology Hack #1

Email Management

Everybody these days has multiple email [addresses](#), especially if you happen to make [money](#) online. You have work email, home email, [business](#) account, paypal email, etc. The list goes on and on and on. One [tool](#) that any home based business person needs is an email aggregation system. There are a variety of them available and basically they keep you from checking multiple email [accounts](#).

Your time is money, so the last thing you want to do is spend a couple [hours](#) a day checking email. When you use an email aggregation system all your emails are accessible in one place. Most of these systems also have multiple [filters](#). That way you can easily find the most important emails quicker. You can respond from multiple emails as well. This provides you the most flexibility and efficiency in your workspace. Eventually as your business grows you can have a secretary or virtual assistant go through your emails for you. Until that day your best bet is to use an email management program.

[Programs](#) like Outlook Express, Mail on the Mac and Gmail allow you to download email from multiple accounts.

Technology Hack #1 - EXERCISE

Email Management

List all of the email [accounts](#) that you use:

[Research](#) and select an email aggregation [tool](#):

Determine which filters you can apply to extract the most important email first:

Select and commit to a date that you will get this [task](#) implemented by:

Technology Hack #2

Phone Aggregation

If you thought that checking multiple emails was a hassle, consider all the different phone numbers you need to run a successful business. Now add your personal numbers on top of that. That's a lot of [work](#) to keep things straight.

The good news is [applications](#) like Grasshopper or My1Voice allows your business line to be forwarded anywhere you want. That way you can answer the phone while you are dropping the [kids](#) of at their friends' house. Never feel tied down to your business line again. Most of these [programs](#) also allow you to [store](#) voicemails online. This can be great if you want to share messages with [members](#) of your team.

If you run a virtual [business](#) and you want to service multiple countries call aggregation is an easy [solution](#). You can have a number for the US, Canada, Mexico and wherever else. And the setup is a lot easier than you might imagine. The simple availability of these country specific numbers will increase your [market](#) incredibly.

Technology Hack #2 - EXERCISE

Phone Aggregation

List all of the phone numbers that you use:

Research and select a phone/voice mail forwarding service:

Select and commit to a date that you will get this service implemented by:

Technology Hack #3

Google/Twitter Alerts

Very few of us have the time or desire to sit around surfing the net all day long. And all of know that things can move pretty quickly in this virtual world. That's why items like Google and twitter alerts can keep you ahead of the pack.

One [way](#) to use either of these alerts is to simply stay abreast of what is going on in your [industry](#). When you have a chance, just skim the alerts to see if anything needs your attention.

Another fantastic way to utilize these alerts is for your social media. Take the alerts and craft a message to your [audience](#) about breaking news. Write up a quick blog [post](#) and get ahead of the tidal wave of [information](#).

And lastly, you can use these alerts for more traditional [marketing](#). Set an alert for your type of client. Let Google/Twitter do the [work](#) for you and then you can make a proposal. Or, use the alerts to find potential employees or partners. These alerts keep you on top of whatever it is that matters most.

Technology Hack #3 - EXERCISE

Google/Twitter Alerts

Brainstorm a list of all the various keywords that are important to you in your [business](#) (product names, industry specific [words](#), locations, problems, etc...)

Go to www.google.com/alerts and create alerts for all of the keywords you deemed important. List your Google alert keywords below:

Do a Google [search](#) for “Twitter alerts” and [research](#) all of the options available. Enter your choice below along with the Twitter keywords you have selected:

Technology Hack #4

Calendar Alert Reminders

Another fantastic application from Google is their Google Calendar. Now, you can use any sort of calendar [software](#) you want, but Google Calendar has emailed alerts. This is fantastic because if you are in the midst of things it is always nice to get a little reminder for upcoming appointments.

Calendar alerts can be sent daily or set up to email at a specified time before any event. It's like having your own personal secretary to remind you about that important lunch later. This type of [tool](#) will keep you on your [game](#) and efficient. It can be fully customized for whatever you need. And most calendar [applications](#) can be accessed by multiple team members. This can make group meetings a snap.

This increases your [confidence](#) and your productivity. That way you can do what you do best, keep on working!

Technology Hack #4 - EXERCISE

Calendar Alert Reminders

If you already have a calendar [system](#), enter the [name](#) of the system below. If not, create a Google calendar and mark the [task](#) complete below:

Once you enable your calendar to issue alerts to you, list all any additional items you can insert into your calendar to keep you on track (i.e. due date for bills, blog post reminder, weekly reminder to call your parents, etc...):

Technology Hack #5

Dictation Software

Whether you write [copy](#) or you send out multiple emails, typing can be a tedious [process](#). If you are doing it for hours on end, day after day it can be an unhealthy way to do [business](#). One solution is to invest in dictation software. Items like Dragon Naturally Speaking can make your efficiency go through the roof!

This [software](#) takes a bit getting used to and the first week or so will be correctly setting it up. The program has to know how you talk. This part of dictation is a bit frustrating but it is helpful to do all the prep [work](#) as early as possible to avoid errors down the road.

There are also dictation [services](#) out there, but you only have to purchase the software once. Remember that you can use dictation software for actual written assignments, emails or just free flowing [ideas](#).

Technology Hack #5

Dictation Software

List all of your [writing](#) activities that could be improved upon with dictation software:

Do some [research](#) on the different types of dictation software available. Make sure you verify operating system compatibility (i.e. if you own a Mac, don't buy [Windows](#) based software):

Write a date you intend to [purchase](#) and begin using dictation [software](#):