

The background is a solid light orange color. Scattered around the central text are several stylized icons of digital tools: a large orange computer monitor at the top center, a light gray keyboard with white keys on the left, a small white mouse below the keyboard, an orange smartphone at the bottom left, an orange tablet with a white camera notch on the right, and an orange pencil at the bottom right.


Declutter Your Digital Life!

Tips to improve efficiency and organization with the Google tools you use everyday.



Ben Sondgeroth

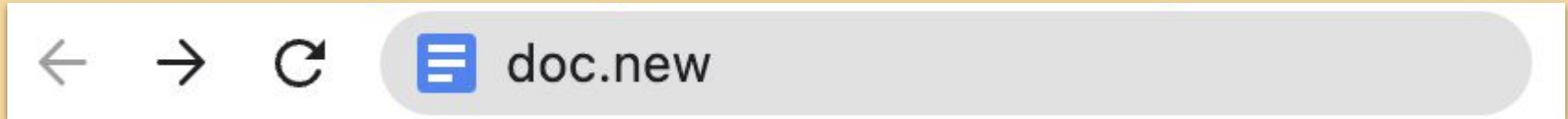
Email: sondgerothben@gmail.com
X: @Mr_Sondgeroth



Need to take notes? Use .New!

Go to the Omnibox of your Chrome browser [where you type URLs]

Type “ ” and hit the Enter key:



This works with most Google apps:

slide.new

site.new

sheet.new

jam.new

form.new

drawing.new



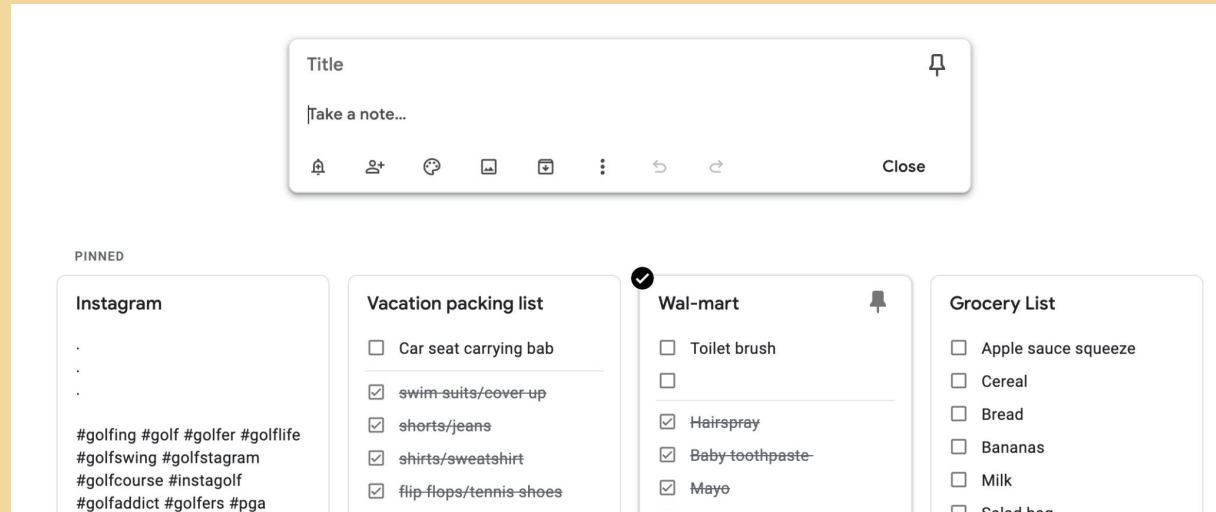


Keep



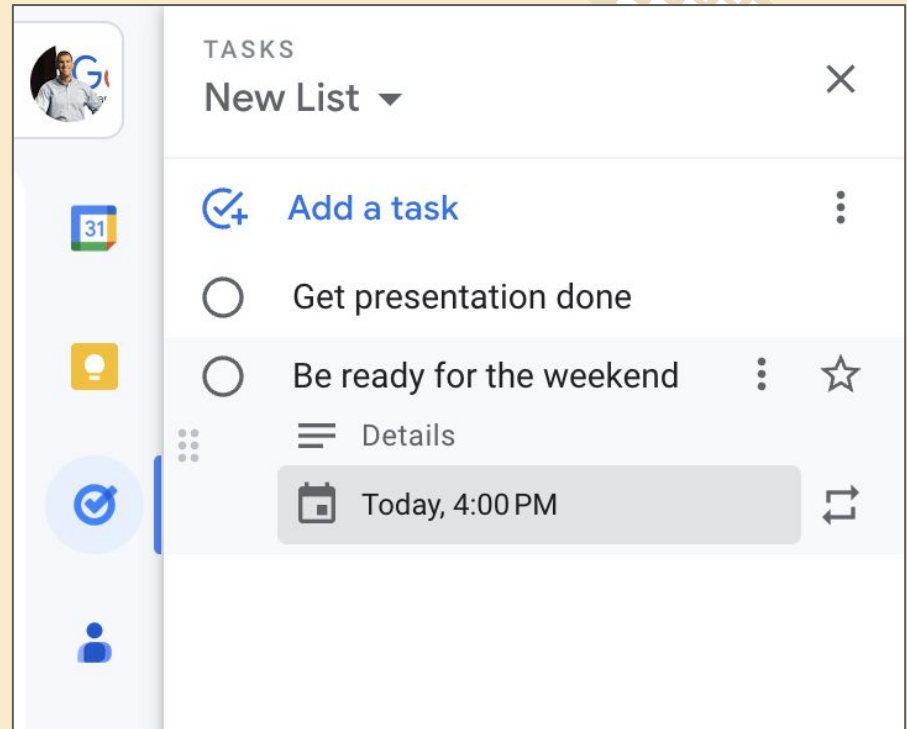
What does Google Keep do?

- “Sticky Notes”
- Checklists
- Organize
- Document
- Plan
- Share
- Integrate

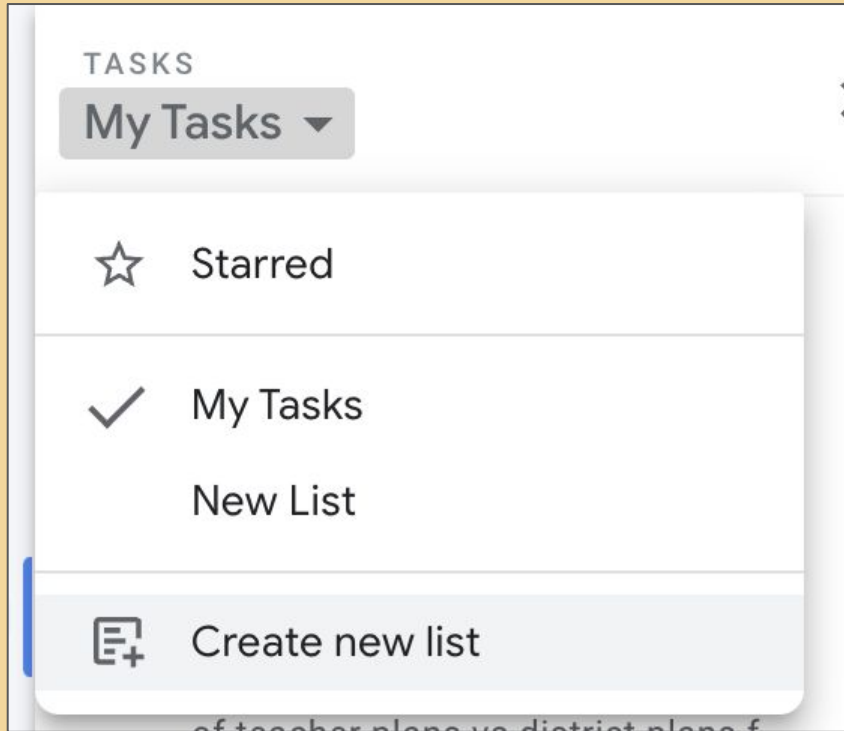


The Task List!

Google's Task List is
available in all Google
Tools!



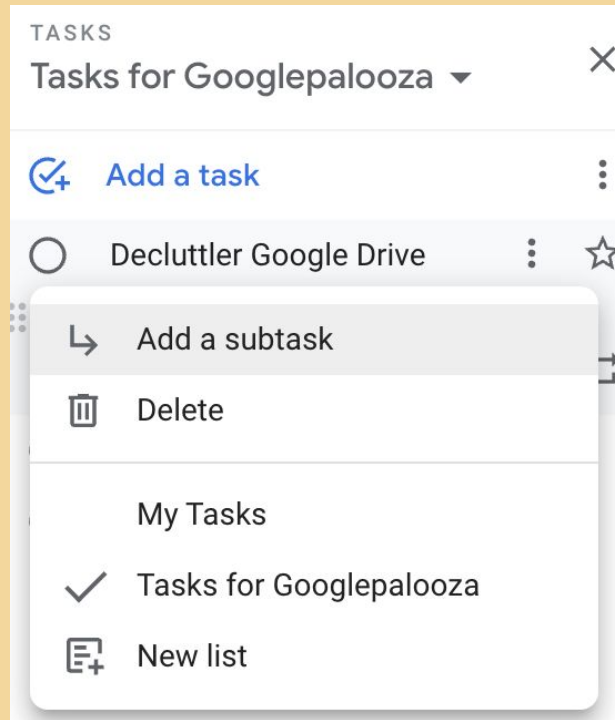
The Task List!



Create multiple lists!

The Task List!

Add Subtasks



The Task List!

Feel the sense of accomplishment!

Check off those completed tasks!

☐ <https://calendly.com/bsondgeroth>

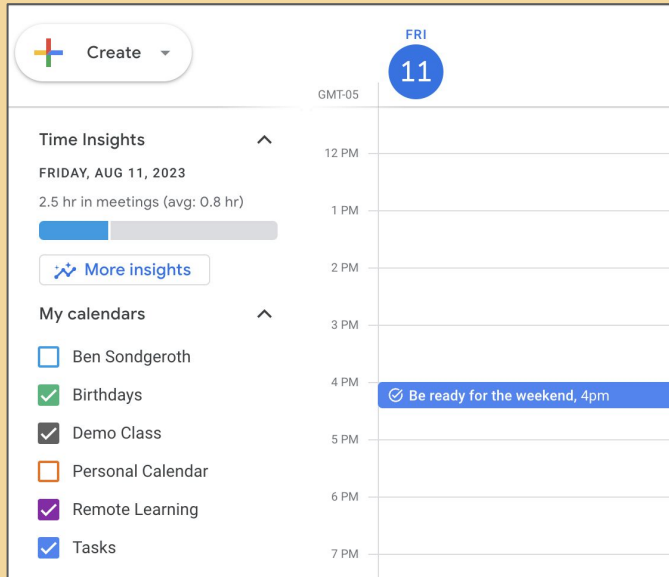
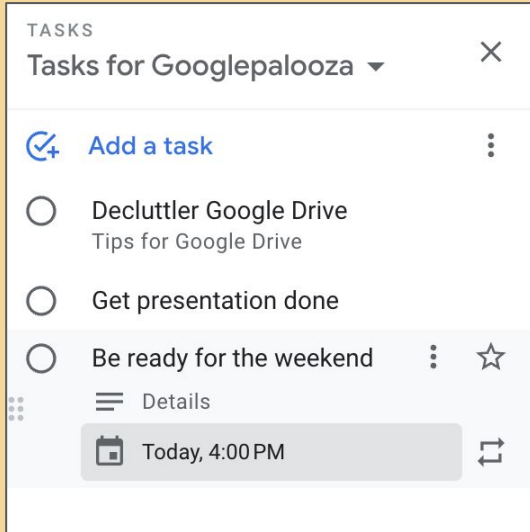
▼ Completed (304)

✓ ~~Fill out IETC form for submissions~~

✓ ~~Write Description for Steve for Sharing Story General Workshop~~

The Task List!

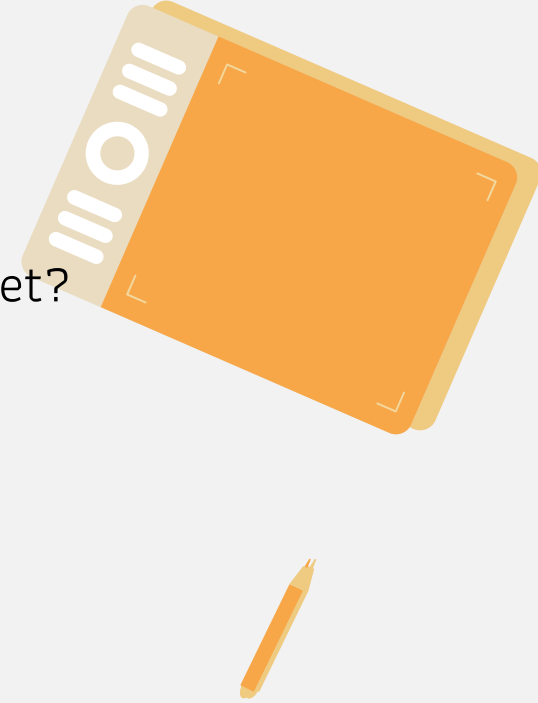
Add Dates and times, they
show up on your calendar!





Google Calendar!

How can we use Calendar to stay on target?



Stay on target

Share Your Calendar

Share with specific people or groups



Ben Sondgeroth (Owner)

sondgerothben@gmail.com



Ben Sondgeroth

Make changes and manage sharing ▼



Rose Devine

Make changes and manage sharing ▼

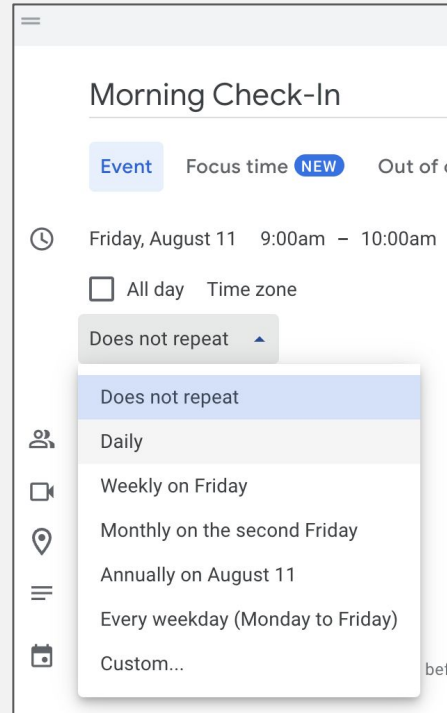


[+ Add people and groups](#)

Learn more about [sharing your calendar with someone](#)

Set up Recurring Reminders

Setting events to repeat allows you to set it and forget it!



Use the Description Space


The description area can help you manage what that task/event is set to accomplish

A screenshot of a task description form. The form has a white background with a thin grey border. At the top, there is a location icon and the text "Add location". Below this is a menu icon and a rich text editor toolbar with buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. The text "Add description" is in the editor area. Below the editor is a paperclip icon and a button labeled "Create meeting notes" with a notepad icon. At the bottom is the text "Add attachment".

Add location

≡ **B** *I* U | ☰ ☷ | 🔗 🔗

Add description

📎  Create meeting notes

Add attachment

Add Locations

The description area can help you manage what that task/event is set to accomplish



Add Google Meet video conferencing



New Life Lutheran Church, LCMC, 702 W Lynn Blvd, Sterling, IL 61081, USA



Notification ▾

30

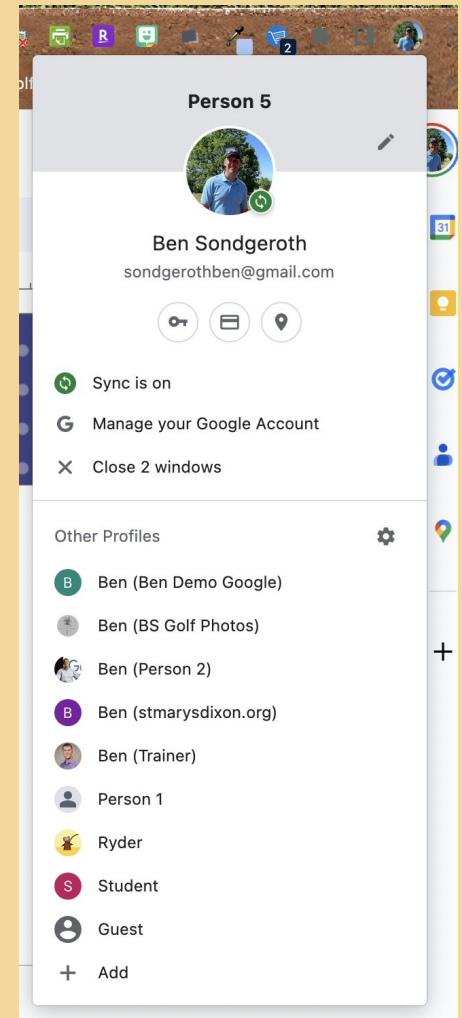
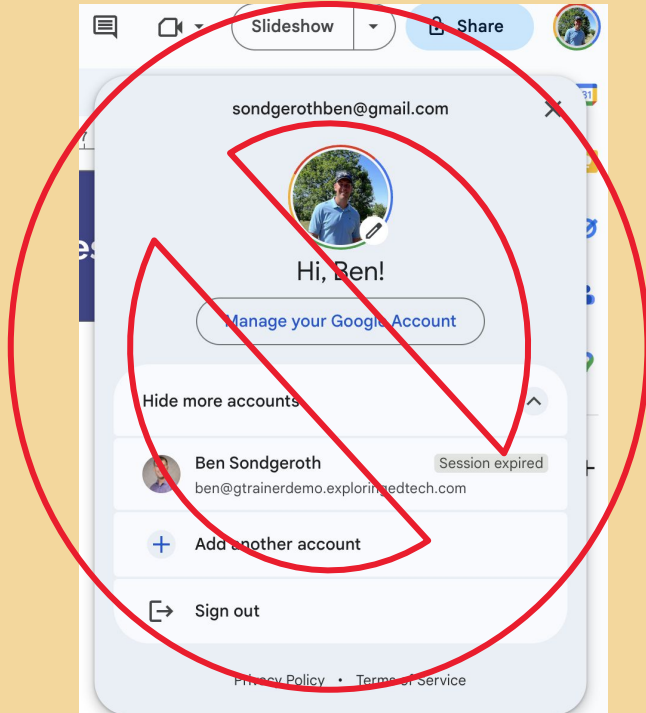
minutes ▾



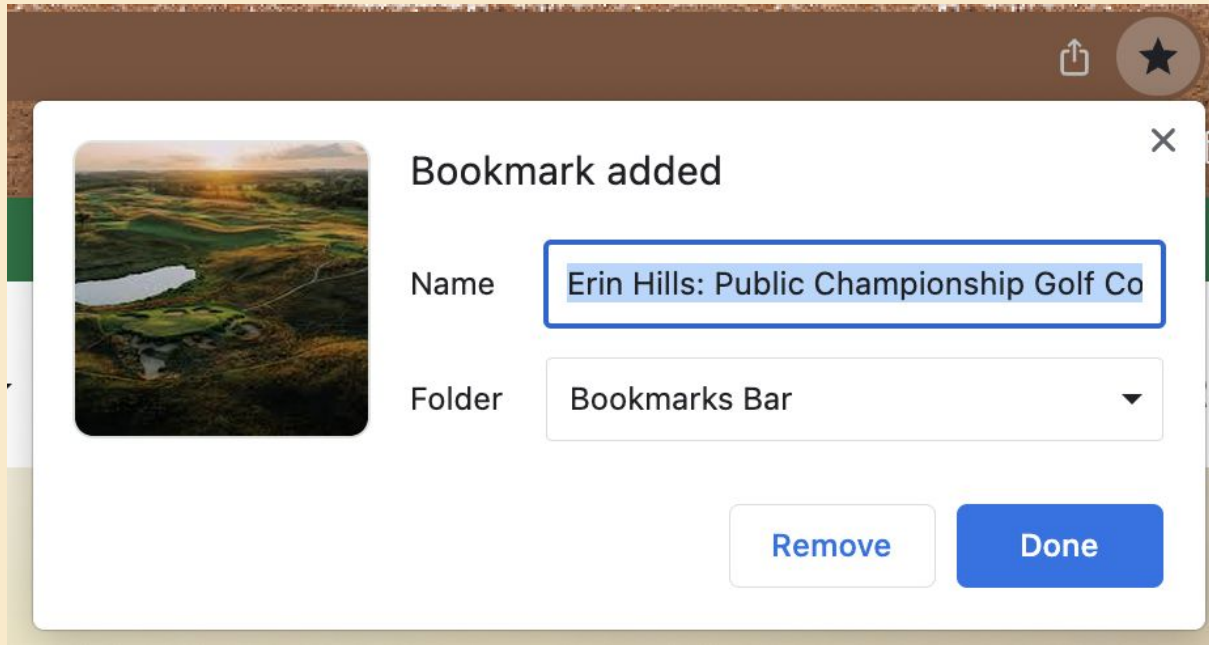
Organizing Google Chrome



Separating Chrome Profiles!



Adding Bookmarks

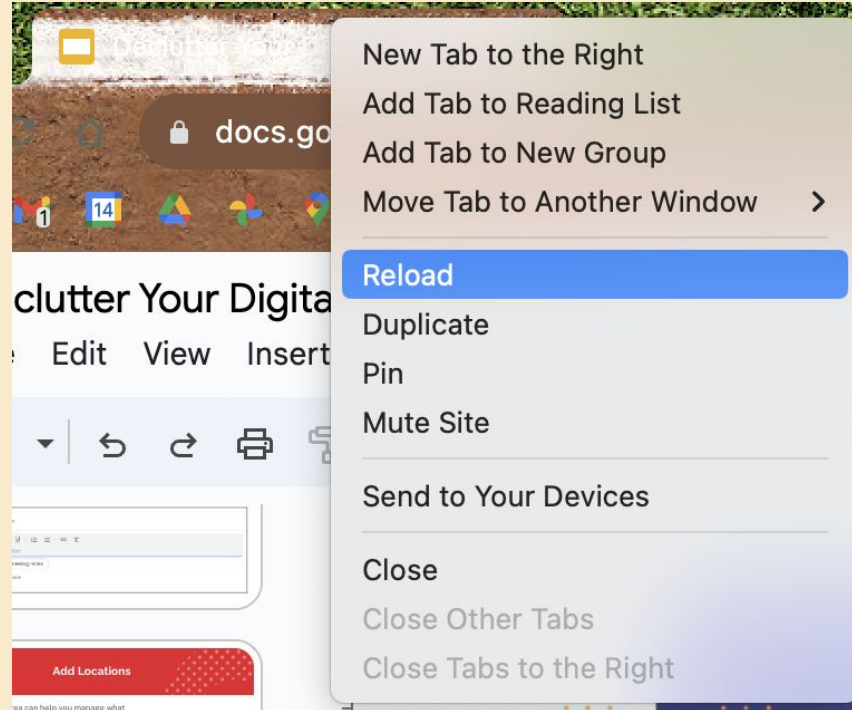




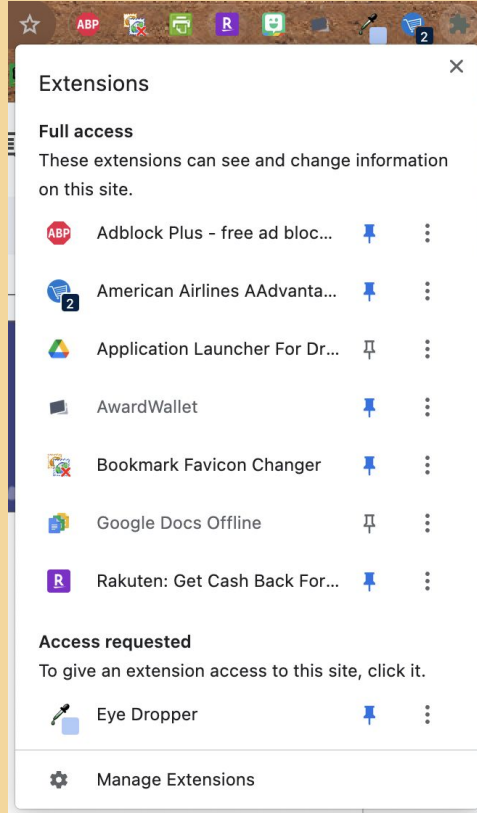
Shortcuts!

Shortcut	Action
Ctrl + T	Open a new tab
Ctrl + W	Close the current tab
Ctrl + Tab	Switch to the next tab
Ctrl + Shift + Tab	Switch to the previous tab
Ctrl + N	Open a new window
Ctrl + D	Bookmark the current page
⌘ + D	Bookmark the current page
Ctrl + Shift + T	Reopen the last closed tab or window
⌘ + Shift + T	Reopen the last closed tab or window
Ctrl + Shift + A	Search all open tabs
⌘ + Shift + A	Search all open tabs

Right Clicking Tabs



Managing Extensions



The background features several stylized, flat-design illustrations in shades of orange and tan. At the top center is a computer monitor. To its left is a keyboard and a mouse. To the right is a folder with a circular handle. In the bottom left corner is a smartphone, and in the bottom right corner is a pencil.

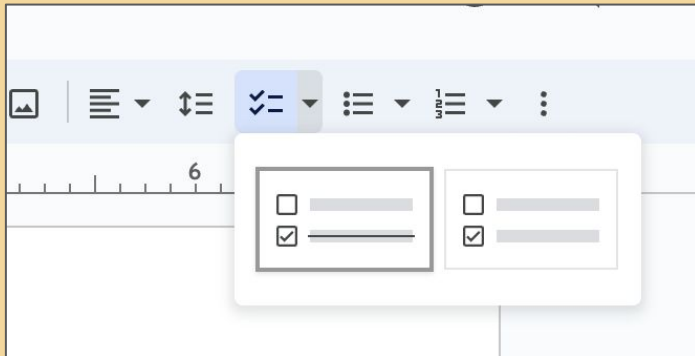
Google Docs

Did you know docs has the ability to help keep tasks moving??



Add a Checklist

You can add checklists in place of bullet points!

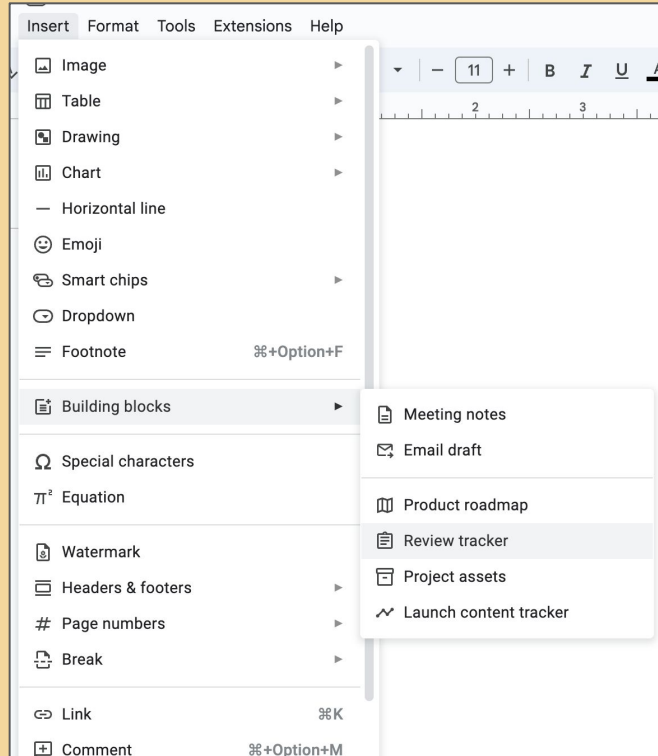


Project Task List

- ☒ ~~Decide on Topic~~
- ☐ Research Topic
- ☐ Take Notes
- ☒ ~~Ask AI what I should research~~
- ☐ Create presentation
- ☐ Present

Use a Building Block

Building blocks are pre-created templates that allow you to track progress on projects!



Thank you!



**Ben
Sondgeroth**

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