Success Through Failure Podcast
Action Plan Episode #133
Jim Harshaw Jr Solo

Top Technology Hacks and Tips for Getting More Done and Automating Your Goals

1) A recurring monthly event for first Monday of every month where it pops up and says **'Review Your Goals.'** The description will be a hyperlink to my Google Docs which has my goal setting template for all my goals. Goal setting template: http://jimharshawjr.com/wp-content/uploads/2017/12/Goal-Setting-Worksheet.pdf

2) I use **Google Docs** –instead of Evernote-for everything because you can easily share and edit with two people, and they're easy to search with a keyword.

3) I have the Success Hotline by Dr. Rob Gilbert on speed dial so whenever I'm driving to work, I have the phone plugged in and I call them. The phone number is **973-743-4690**. Another thing I do during my morning drive to work, part of the drive, I either pray or listen to the Bible. I've got the **Youversion.com**. You can go to the app store and download that version. Listen to the New International version instead of the King James Version because the English is easier to comprehend.

4) While I'm doing my morning workout – which are three sets of pushups, three sets crunches, three sets of squats and/or lunges and three sets of pull-ups – I listen to **NPR's five-minute news update** on the NPR One app.

5) I use the **Fitbit silent alarm** which vibrates on my wrist and does not wake up my wife and kids that are in bed with me.

6) I use **Kindle and iBooks** to read.

7)   I use the **voice memo app** to record guided meditations for myself which I've created on my own. I also created a visualization and a wealth affirmation for myself. Listening to them is also a part for my morning routine when I drive to work.

8)   Jared Kahmar used iMovie on his phone to create a sort of **motivation movie** about his life for himself. I did the same so about once a week, I watch this movie that has pictures of me, my wife, my kids, my goals, all the things I have, all the things I want in my life and so on.

9)   I do a **date night** with my wife once a month. Just so we don't have to worry about how much money we're spending, we use **online banking** that automatically sends $100 to our date night account. Money also goes automatically into a vacation account, and money for our kids' activity goes into another separate account.

10)   I use a password-protected Word Doc for my **journaling** and I save it on Dropbox because I can access it anywhere.

11)   I use my **iPhone alarm** for a lot of things too, like my 4.30pm rule which is when an alarm prompts me to start wrapping up my day and start writing down what I want to get done tomorrow. There's also an alarm for Sunday to get a healthy snack before church and one for a weekly meeting with my wife.

12) I use different **screensavers** on my phone. The lock screen image will have my goals, or a great quote, anything to remind me what I want to work on in my life.

Tips to Increase Productivity

1) The **iPhone text shortcut**. Go to Settings – General – Keyboard – Text Replacement. For example, I'm always using Reveal Your Path in my text and email, so I just type in 'ryp' and it pops up.

2) If you need to send someone a **PDF through your phone**, you can take a picture and email it as a PDF by using the following solution: . http://osxdaily.com/ 2017/11/25/convert-photo-to-pdf-ios/

3) I **take pictures of my cards** like my health insurance cards, my IKEA card, my University of Virginia I.D. card, my security code for my vehicle card, my license plate and save it into an album so it's all readily available.

4)   There are add-ons for emails where if you're typing the same thing over and over, you can use the Gmail's **Canned Responses** or **Outlook's Quick Parts**. On

Gmail, click on the Gear Icon – Settings – Labs – Canned Responses – Save Changes. For Quick Parts, simply type the text you want to use in a new email. Select the text and click the Quick Parts icon on the Insert ribbon tab. Select 'Save selection to the Quick Part Gallery.' Complete New Building Block dialog and click 'OK' to save it.

5)   Use **Dictation** for everything but be sure to proofread them so they are not all over the place.

6)   There's a **Gmail plugin for attachments**. If you mention the word 'attach' in your email and you did not attach something, there will be a pop-up notifying that you've forgotten to attach the document. There's also a **plugin for a five-second delay after you click 'Send'** so you can stop the send in that span of time if you remember something else you needed to add in.

7)   **Canva** will make you look like an expert when it comes to making cool graphics.

8)   There's a Google Chrome plugin for a **Facebook Newsfeed Eliminator** so when I log in on my computer, I don't see my newsfeed at all. I only log in for a reason like visiting the 'Reveal Your Path' Facebook group.

9)   I use **Hootsuite** to manage social media for my business. Through this, I can post on Facebook, Twitter, Instagram and LinkedIn. I can also schedule posts for later.

10)   For a to-do list, I use **Asana**. They have so many great features to use.

11)   The **Pomodoro Technique** is this productivity technique where for 25 minutes, you are just locked in productivity. You don't check your phone, emails or do anything except focusing on the task at hand. There are Pomodoro apps to use too.

12)   For conference calls, I use **FreeConferenceCall.com**.

13)   I use a freelancing website called **Upwork** to outsource some repetitive tasks and to offload. Upwork has reports of all the work that's done and screenshots of the hourly logs and you can find someone to do just about anything you need to get done.

14)   What I use to get stuff done inexpensively is **Fiverr.com**. The voiceover of the intro for my podcast is done by a professional voice-over guy on Fiverr which only cost me $10 to $15.

15)   My website is on **Wordpress** and it is awesome because almost every developer in the world knows how to manage Wordpress.

16) **NikeRun** is an app that I use for tracking my runs.

17)   I use **Flickr** to manage all my photos. It has an auto-upload feature and I have a terabyte of memory. It's an awesome way to get those pictures off your phone and make space.

Action Plans Referred

Dr. Rob Gilbert: http://jimharshawjr.com/33/

Russell Brunson: http://jimharshawjr.com/50/

Jared Kahmar: http://jimharshawjr.com/125/

Steve Garland: http://jimharshawjr.com/67/