



# JIM HARSHAW JR.

---

## *Revealing Failure as the Path to Success*

Success Through Failure Podcast

Action Plan Episode #271

### **How to Simplify Your Life: Time Saving Tech Hacks to Get More Done in Less Time Even If You're Not Non-Tech-Savvy**

Do you ever feel bogged down by minutia?

Are there tasks you do that are time-consuming, repetitive, and annoying?

Yes! But most people feel there's nothing they can do about it. They grind through work and waste precious minutes and hours every day on minutia.

Or, worse yet, they skip over the small but important things.

What if there were simple, inexpensive systems you can use to make this minutia go away?

To help you be more consistent?

To help you get the small things done that make the big things easier to get done?

Here's the good news. There are! I share over a dozen hacks in this episode that you can set-up quickly and easily that will make your work and personal life simpler and easier so that you can focus on the more important things.

It's time to start leveraging technology to make your life simpler, not more complicated.

Afraid of technology? Me too. Especially when it's complex. But when it's easy to use and gives me more time and energy, I LOVE it!

You will too. Give this episode of STF a listen now!

#### **Top Quotes From This Episode**

*"Technology is super powerful. It can serve you or it can do the opposite."*

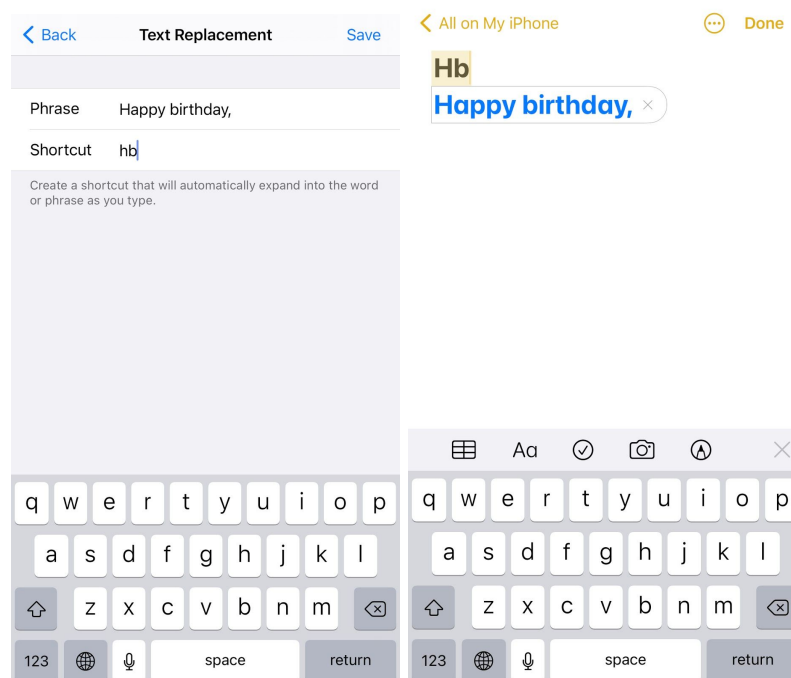
*"Take everything that you're trying to remember, the stuff that you're trying to store on your mind and off load it. Have a dumping ground. Have a place where you can store that information that's kinda swirling around in your head so that you can always come back and find it again later."*

*"Your brain is not a storage device, it's meant to be a creative device." (from David Allen)*

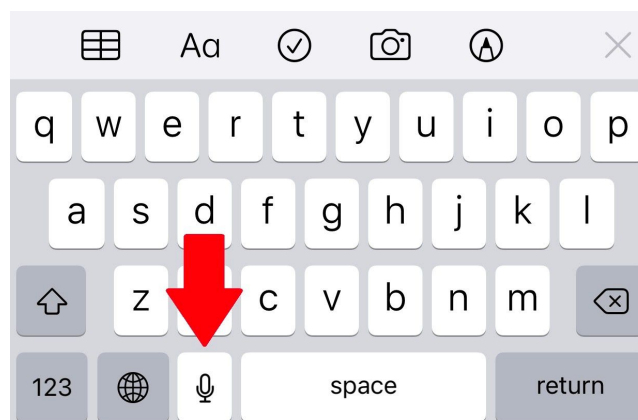
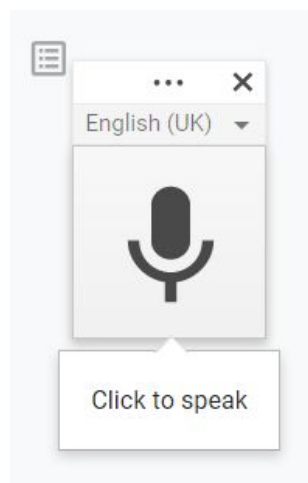
## **Show Notes**

**This episode touches on the following key topics and ideas:**

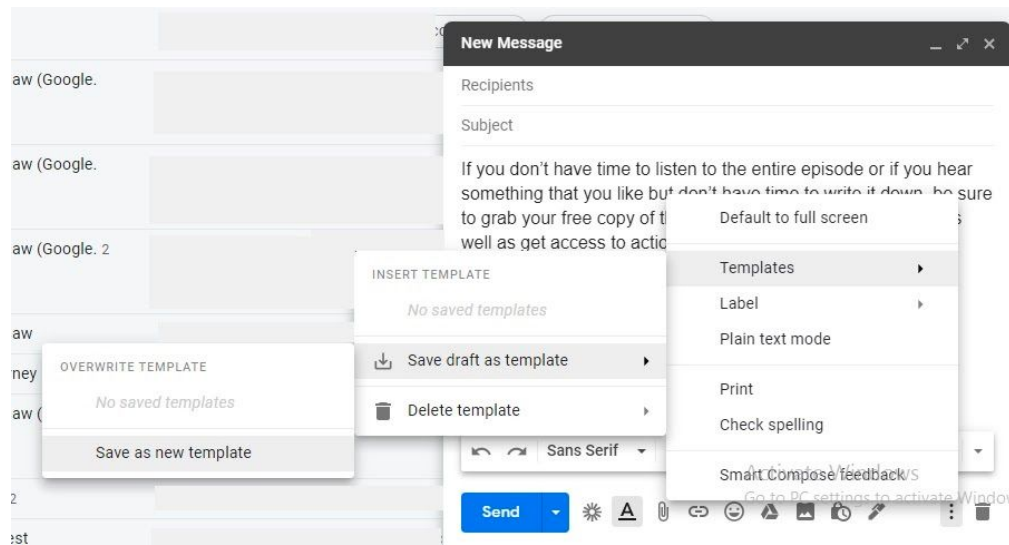
- Do you often catch yourself mindlessly scrolling to the seemingly never-ending Facebook feed? Try this Google Chrome plug-in called [News Feed Eradicator for Facebook](#), which removes your Facebook Feed and replaces it with an inspirational quote. You can now also use this on your Twitter account. **(4:20)**
- If you need a tool to record your screen, [Loom](#) is the platform to go. It allows you to record your screen, camera or both and helps you to easily share the link of your video without worrying about the file size. **(6:11)**
- [Explain and Send Screenshots](#) is a Google plug-in that you can also use to capture and record your screen. **(9:15)**
- If there are words or phrases you repetitively type in, consider utilizing the iPhone shortcuts. **(10:28)**



- Take a photo of your IDs and documents and save it in an album on your camera roll or photo gallery for easy access **(13:20)**
- Have a “dumping ground” for your thoughts by using to-do list apps like [Asana](#) and [Trello](#) **(15:35)**
- Take advantage of your phone’s alarm app and schedule your appointments and activities **(18:06)**
  - To make things even more convenient, set your alarms hands-free using smart speakers like [Siri](#), [Alexa](#), and [Google Home](#)
- Use note-taking apps like [Google Keep](#) and [Evernote](#) to store articles, social media posts, emails, or any content or idea you may want to take note of **(22:13)**
- Use [Google Docs](#) to assign tasks to your team members anywhere in the world **(23:54)**
  - [Dropbox](#) is a similar platform where you can share files.
- Leverage the dictation function of your phone or computer to ease any typing task **(25:54)**



- Type less and create email templates by activating canned responses on Gmail and Quick Parts on Outlook **(27:04)**



- Never worry about sending an email to the wrong recipient or an email with a typo with Gmail's Delayed Send function **(29:33)**



- Use scheduling tools like [Calendly](#) to manage your meetings and appointments **(31:03)**
  - [Schedule a meeting with Jim Harshaw Jr. via Calendly](#)
- [LastPass](#) helps you store all your login information **(34:13)**
- Set up online meetings using [Zoom](#) **(35:47)**
- Hire skilled freelancers on [Upwork](#) and [Awesome Pros](#) **(36:38)**

### **List of Resources Mentioned in the Episode**

Cal Newport's books:

["Digital Minimalism: Choosing a Focused Life in a Noisy World"](#)

["Deep Work: Rules for Focused Success in a Distracted World"](#)

David Allen's book:

[Getting Things Done: The Art of Stress-Free Productivity](#)

### **Want to talk to a personal performance coach?**

Want to consider executive life coaching? Claim a spot on Jim's calendar for your free one-time clarity call: [JimHarshawJr.com/APPLY](https://JimHarshawJr.com/APPLY)

Enjoyed the podcast and want to hear more? Head on over [here](#) for more!

### **Other Episodes Referenced**

[#268 Deep Work, Digital Minimalism, and Doing Your Highest Value Work with Cal Newport](#)

[#116 A Process to Increase Productivity, Stay Focused and Get the Right Things Done with Worldwide Influencer David Allen of Getting Things Done](#)