

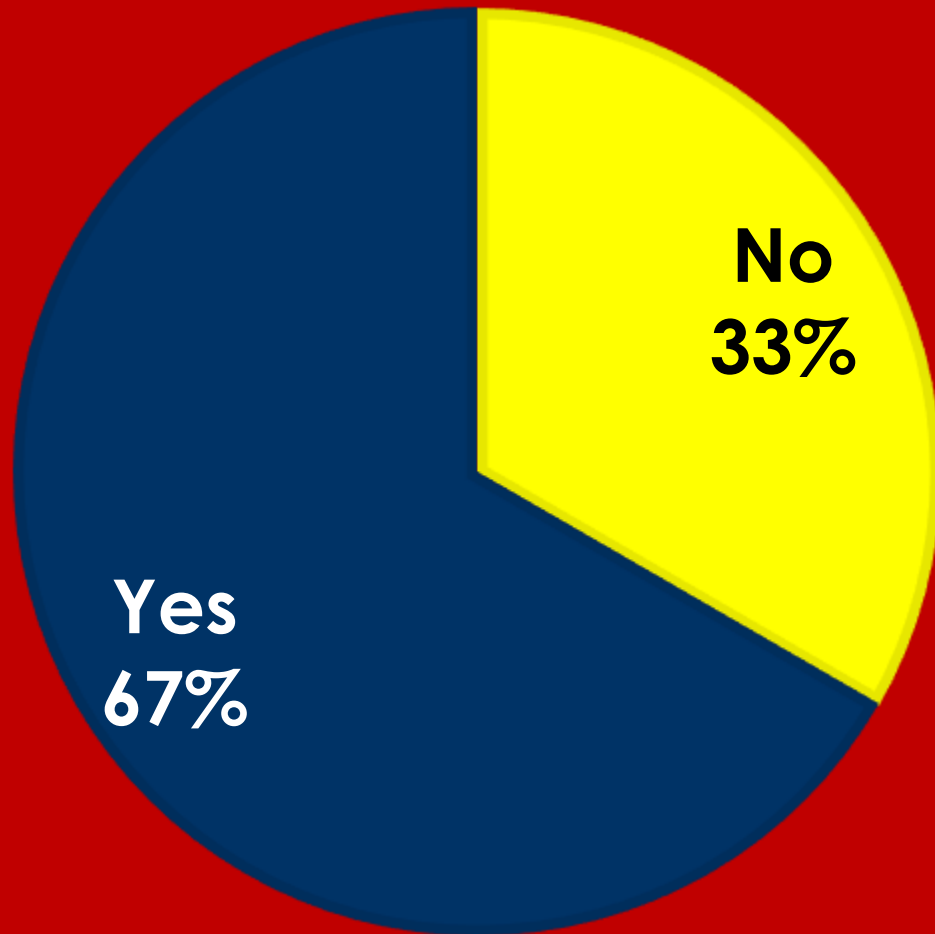




facebook®



I. Free Up 2 Weeks Reducing Email Overload

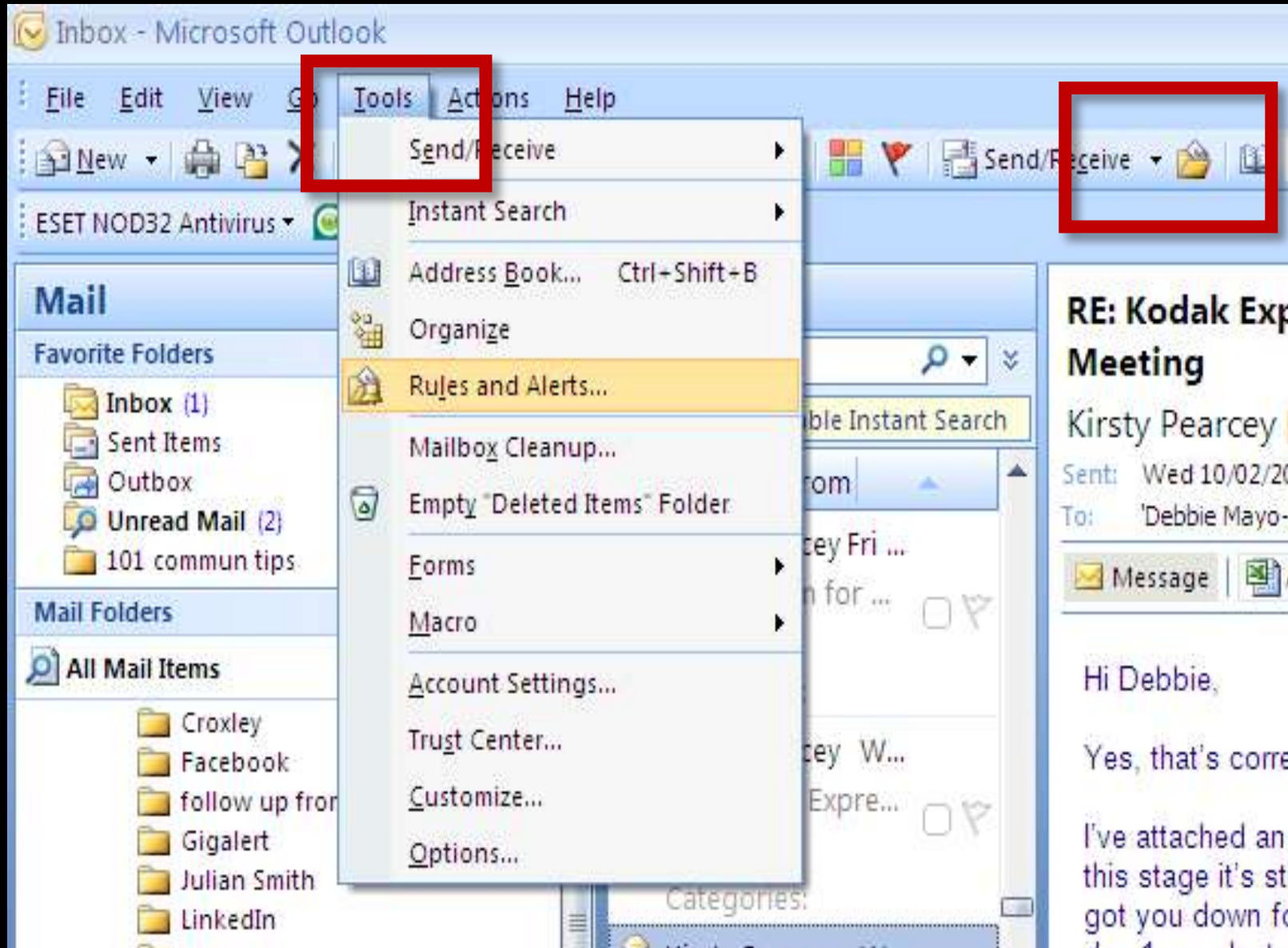




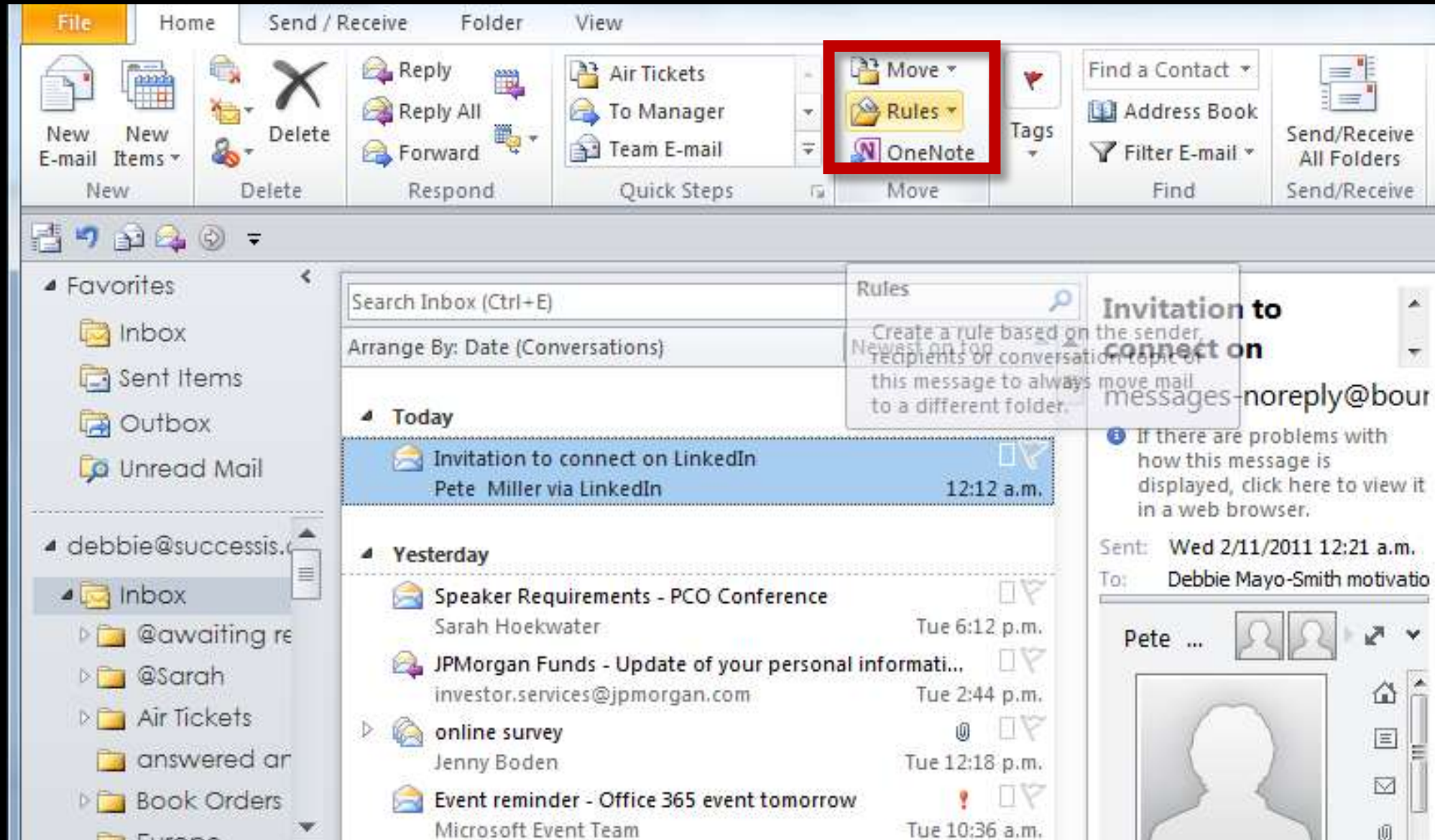
Put Your Inbox Secretary To Work



1. Rules > 2003-2007



Rules >2010/3



Gmail

Settings

[General](#)[Labels](#)[Inbox](#)[Accounts and Import](#)[Filters](#)[Forwarding and POP/IMAP](#)[C](#)

The following filters are applied to all incoming mail:



Matches: **from:Nobody subject:(newsletter subscription)**

Do this: Apply label "Newsletter Subscription"



Matches: **subject:(PNR:) Electronic Ticket**

Do this: Apply label "ETicket"



Matches: **QANTAS E-TICKET ITINERARY**

Do this: Apply label "ETicket"

Mac Mail>Preferences>Rules



How Will I Know?

- 📁 QuickTips
 - 📁 change address
 - 📁 mail delivery errors (35)
 - 📁 Out of office (472)
 - 📁 sjs

Subject Lines & CC's B

1	no subject line or incorrect subject line	no indication of urgency in subject
2	Surveys	People Ranting
3	Group emails which are not relevant to me	Emails with long streams of back and forth messages
4	Emails that are too long	people who want instant answers from you, but won't respond when you want information
5	"reply all" to whole office or big groups when superfluous	people not reading the whole email properly
6	Emails that look casual but actually contain critical information	getting sent on emails that are not relevant for me to answer
7	Badly written and often confusing or misleading	cc'd into things which are not relevant to me -
8	compelled to read them even though I should be focusing on the work at my desk.	Forgetting about the e-mail once I had read it
	Being cc'd into an email and it is unclear	That it takes the place of conversation

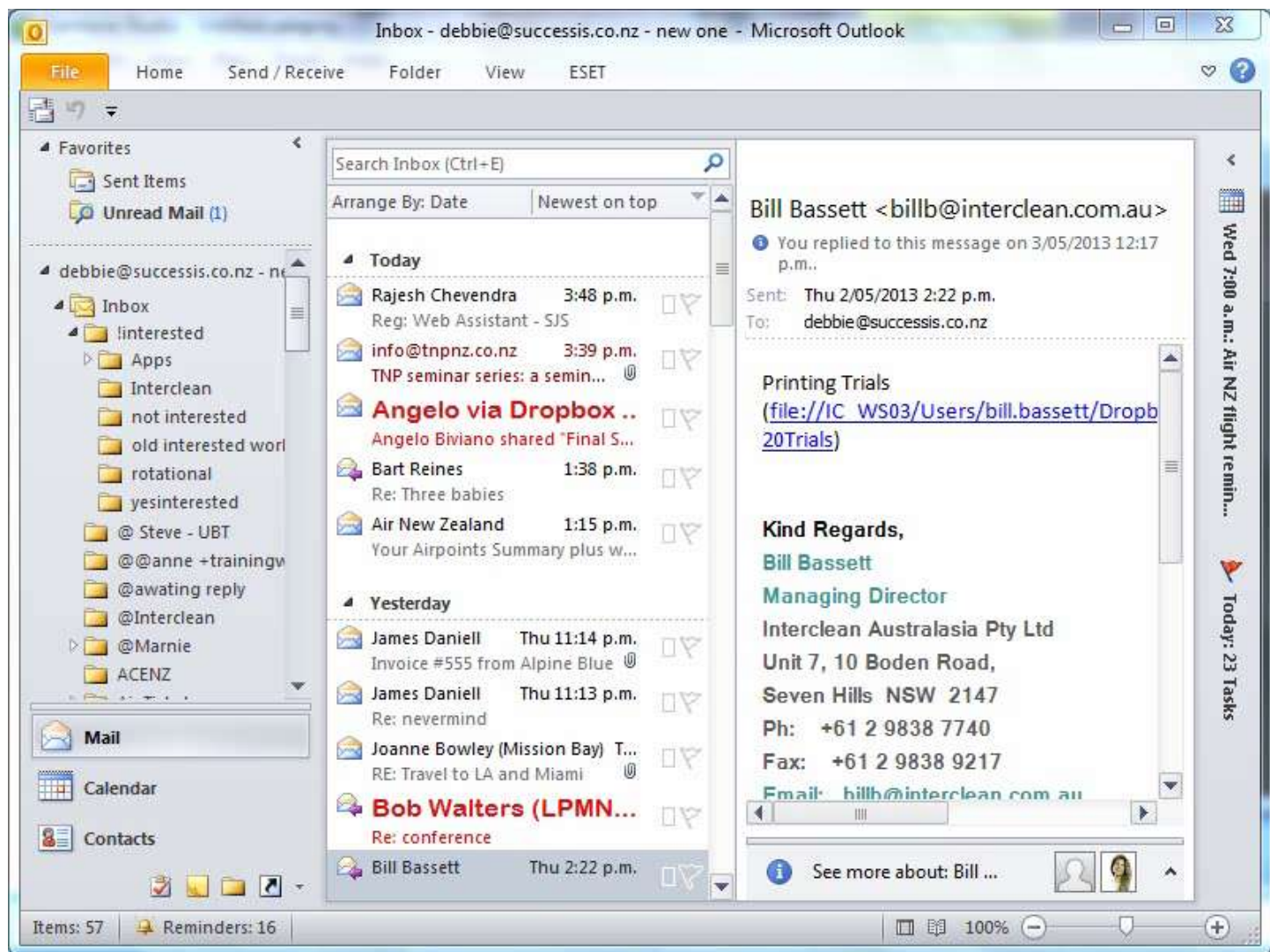
FYI

FYA

UA

2. Drag & Drop





Repetition Repetition Repetition

3. Quick Step

Inbox - debbie@successis.co.nz - Outlook

FOLDER VIEW ESET

Reply Reply All Forward More ▾

Respond

Meeting More ▾

Red Category forward to gmail
Herald appt
Air Tickets Reply & Delete
Create New

Move Rules OneNote

Unread/Read Categorize Tags

New Quick Step
Manage Quick Steps...

Move to Folder...
Categorize & Move...
Flag & Move...
New E-mail To...
Forward To...
New Meeting...
Custom...

Search Current Mailbox (Ctrl+Shift+F)

All Unread

Bart Reines
Kutie patootey
Mon 11:12 a.m.

Bart Reines
Kiddies
Mon 11:09 a.m.

Bart Reines
Our little bookworm
Mon 11:08 a.m.

By Date ▾ Newest ↓

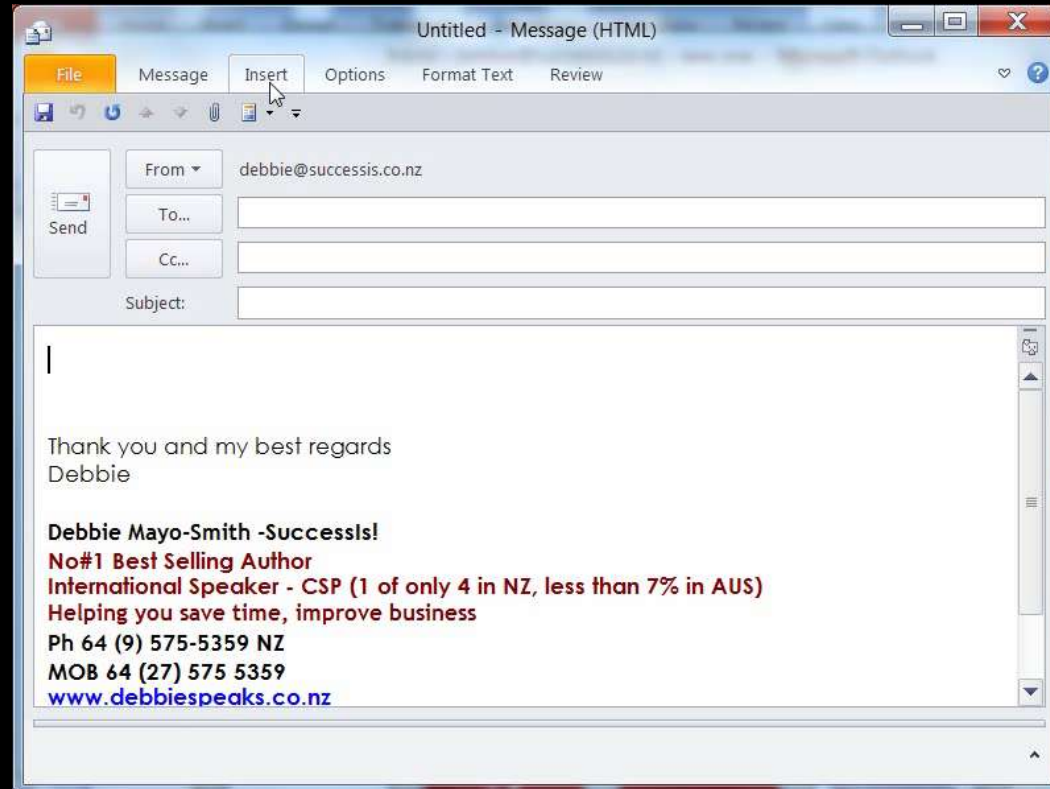
Dani
Hello

You replied to

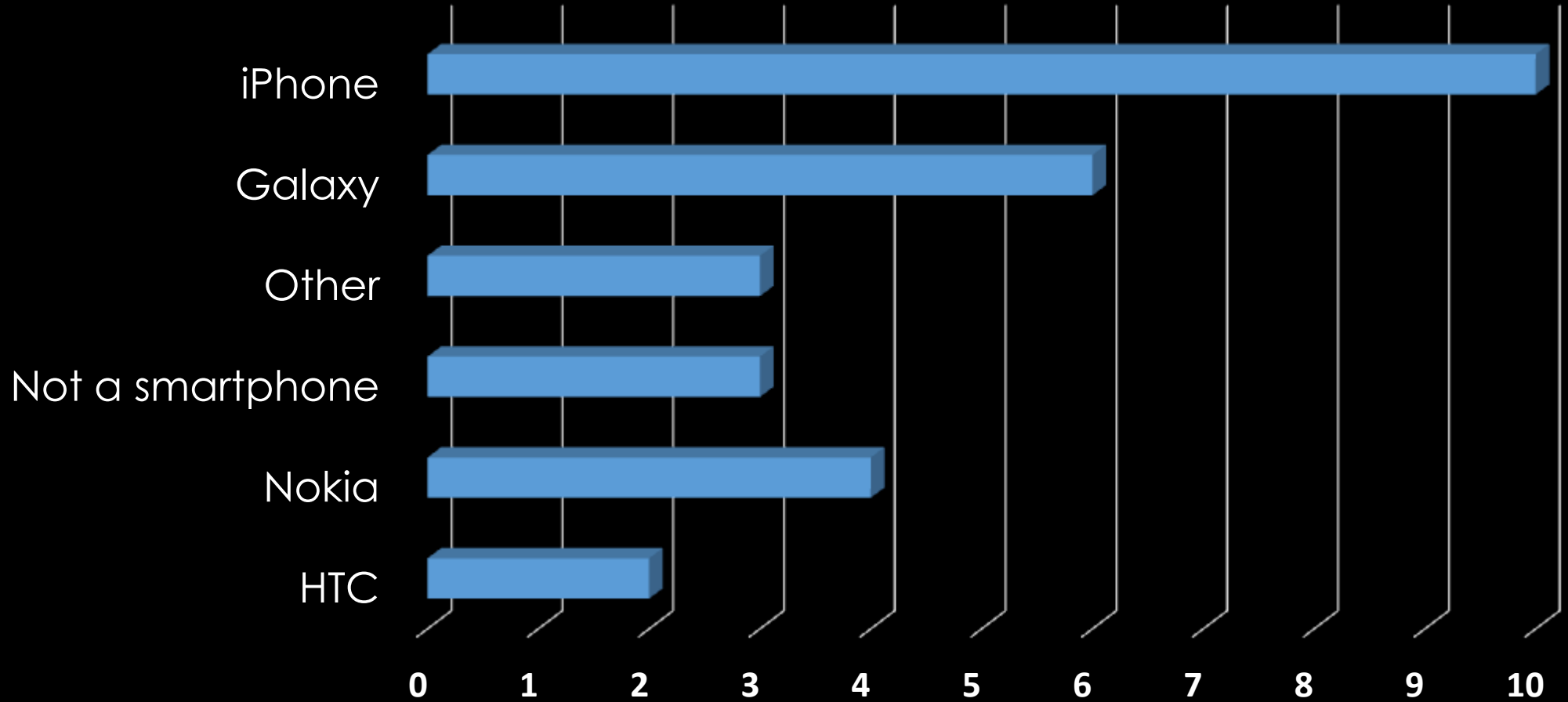
Haven't got a phone yet so just emailing for now, its so lovely

Got an email from ctc saying jetsar is delaying us again, not sure if this means we can't get the jet out of the country until the 1st of next month

4. Quick Parts



Your Phones





4S Galaxy 3

Voice Recognition -
iPhone Example.
Search Google for
Android

iPhone



5. Voice Activation

Create A Voice SMS

Android

Apps > S Voice or
Double press home key

iPhone

Settings > General > Siri

Windows – Dbl press home key

HTC

Settings > Lang. & Keyboard > Voice Search





II.Win Over Hearts





I/You

6. I / You Ratio Example

I need this by tomorrow please

Can **you** get this to me by tomorrow please?

I/You Ratio Example

I'd like to go see Magic In The Moonlight
this weekend

Wouldn't you love to go see Magic In The
Moonlight this weekend?

I/You Ratio Example

Safe Driver Workshop

How **You** Can Be A Safe Driver Workshop

I/You Ratio Example

The Council is a great place to work

You'll enjoy working at the Council

I/You Ratio Example

Every day, we make the roads a safer place to be

Every day, we make **YOUR** roads a safer place to be

~~The~~ > You/r

Safer Young Drivers: A Guide to Best Practice Education

Designed to assist training providers and parents

Traffic crashes are one of the largest killers of 15-24 year-olds in the developed world. In New Zealand this age group makes up around 16 percent of all licence holders, yet between 2004 and 2006 accounted for 38 percent of fatal crashes.

The guide is the first of its type available to New Zealand road safety educators. It draws on extensive international research and experience to ensure that government and community resources invested into young driver education are targeted to where they deliver the greatest road safety benefits.

The guide will assist training providers, including commercial businesses, schools and community groups, to develop or modify their existing training programmes to ensure they are most effective in helping young drivers to become safer on the roads.

Parents may wish to read the guide to understand the sort of driver training course their teenager needs. The information will help parents to coach their teenagers in safe driving, particularly if teaming up with a professional instructor.

The guide is the result of the collective efforts of many road safety groups, including transport sector government agencies, commercial providers of driver education and the AA.

The guide is the first of its type available to New Zealand road safety educators. It draws on extensive international research and experience to ensure that government and community resources invested into young driver education are targeted to where they deliver the greatest road safety benefits.

The guide will assist training providers, including commercial businesses, schools and community groups, to

AA Driving lessons

With our fully qualified instructors you'll quickly learn the rules of the road and improve your chances of passing your driving test!

The AA Defensive Driving Course

Our course is now more interactive. Learner licence holders can now attend. Book today.

[Book now](#)

improve your chances of passing your driving test!

The AA Defensive

This guide will assist training providers, including commercial businesses, schools and community groups to develop or modify their existing training programmes to ensure they are most effective in helping...

Parents may wish to read the guide to understand the sort of driver training course their teenager needs.

If **you** are a training provider, including comm. bus, schools... this guide will help **you** develop or modify **your** existing...

If **you** are a parent, reading this guide will give **you** the understanding of the D.T. course **your** teenager needs

A photograph of a busy street in Dunedin, New Zealand. The street is lined with trees and buildings. There are many cars, a bus, and pedestrians. A white van with 'Tanley Electrical' on the back is in the foreground. A red car is also visible. A bus with 'PACIFIC' on the side is in the middle ground. Pedestrians are walking on the sidewalks. The scene is captured from a low angle, looking down the street.

An Operational Road Safety Action Plan

FOR DUNEDIN 2014

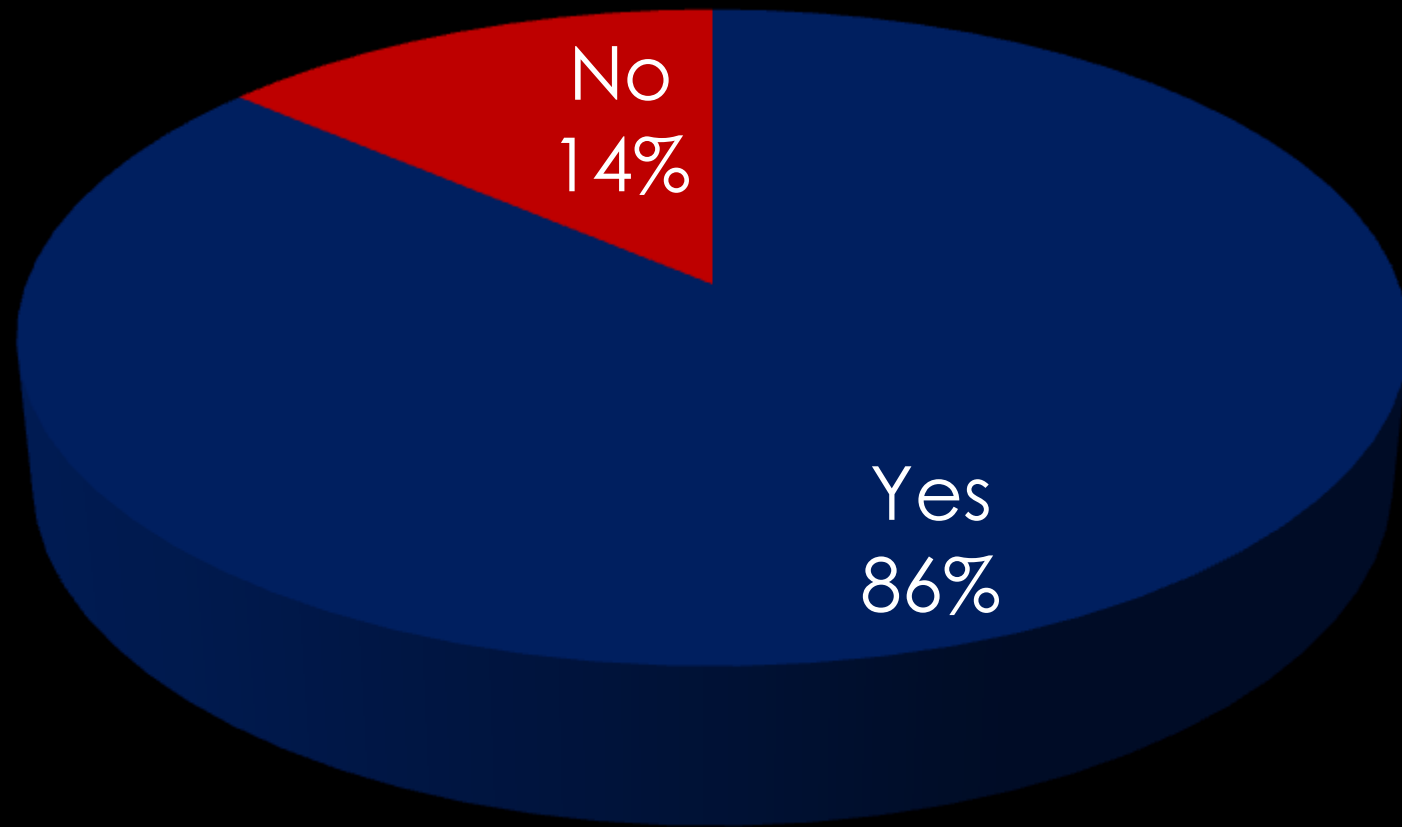
Let's Use Dunedin



We are killing and hurting our friends and family. It is time to stop.

Each year from 2009-2013, we killed or seriously injured an average of 80 of our friends, families and members of our community on our roads and roadsides.

Do Presentations





Your Family & Friends. Killed. Hurt

IT'S TIME TO STOP!!!



Split



Wipe

Effect
OptionsAdd
Animation

Animation Pane

Trigger

Animation Painter



Start:



Duration:

00.50



Delay:

00.00

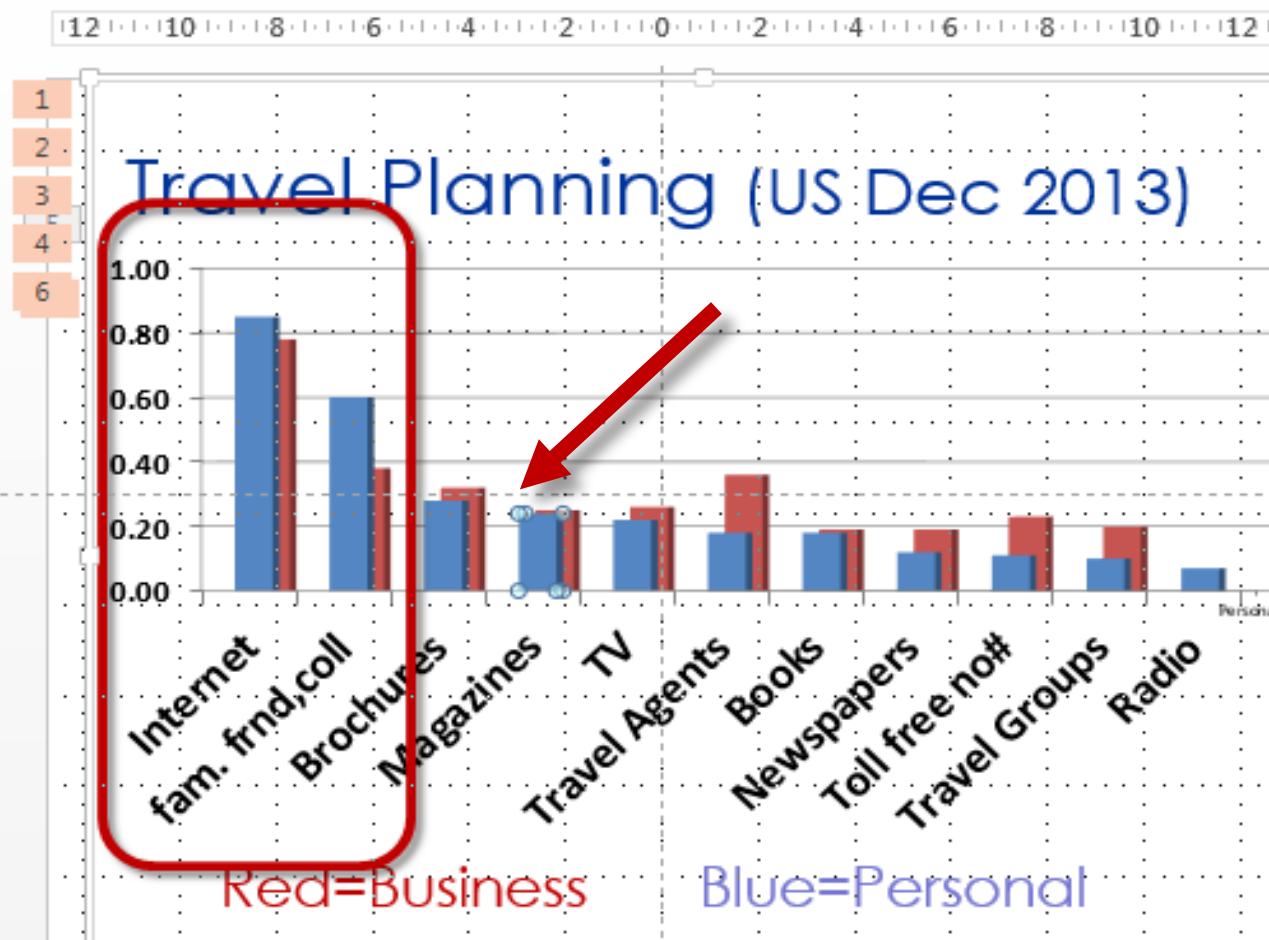
Reorder Animation

Move Earlier

Move Later

Advanced Animation

Timing



Animation Pa...

Play Selected

3 ★ Chart 8: Cate...

4 ★ Chart 8: Cate...

5 ★ Rounded Rect...

6 ★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

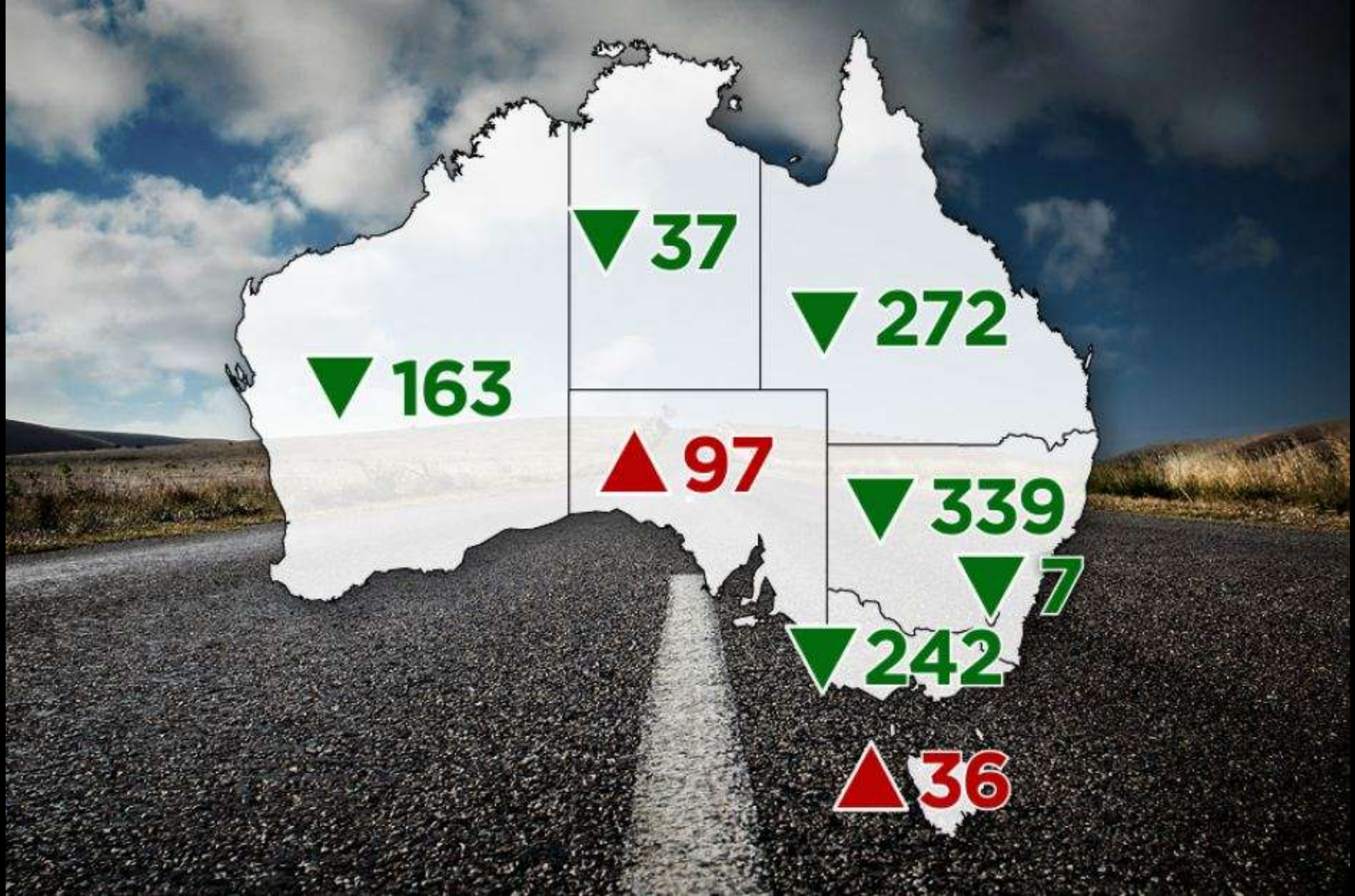
★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...

★ Chart 8: Cate...



7. Presentation. Not Script



Safe Speeds



Safe Road Use



Safe Vehicles



Safe Roads



Safe Roads



Safe Roads





8.Stories

Andy & Iain



Appointment SMS Prompts

			Net	
SMS Numbers	SMS cost	1 appt saved per week \$55	1 year	5 years
8320	\$1664 @ .20	\$2,860	\$1,196	\$5,980
Three Drs			\$3,588	\$17,940
Five Drs			\$5,980	\$29,900



‘Making sure I can get & justify funds for safety campaigns’

III. Win Over Minds

9. Fluff Walks.

Dollars Talk

The Cauchy-Schwarz inequality

Before / After

I'd like to introduce our Road Safety Campaign proposal.

How does \$750,000 in savings sound?

Consider Everything To Quantify

\$ Savings from of hospital bills

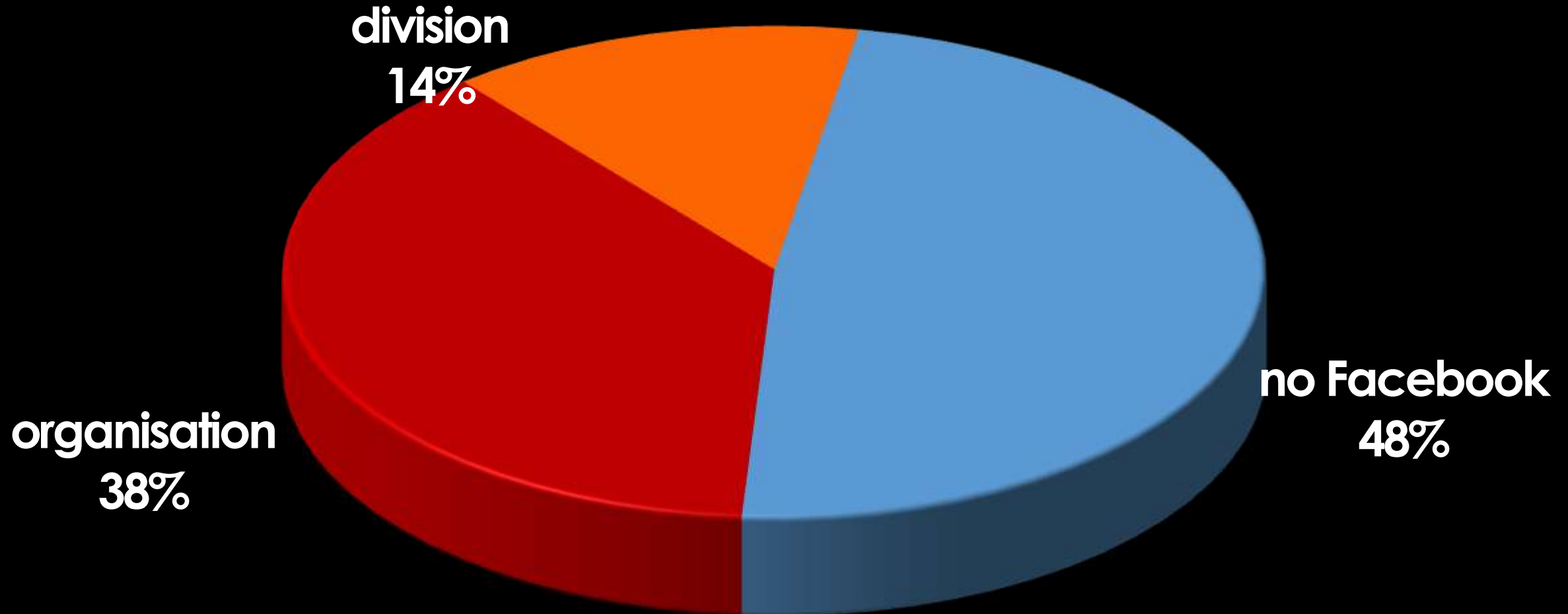
\$ Savings from ACC payments

\$ Income of tax revenue not lost from loss of work

\$ Savings in police time/call outs



Your Facebook Use



IV.facebook®

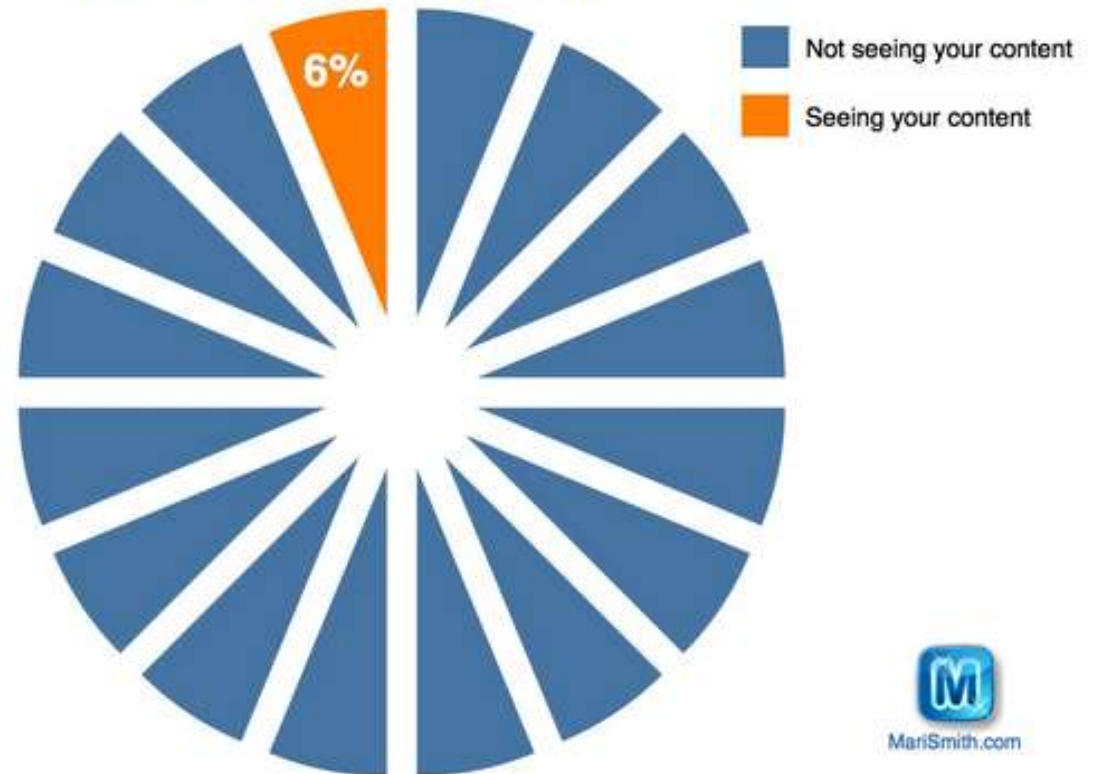
9. The Reality

How Facebook Calculates What Appears In Your News Feed

Posted on July 18, 2014 by Mari Smith — 39 Comments ↓

The problem with Facebook organic reach can be summed up in one single graphic: **Only 6 percent of your fans are seeing your content** in their news feed. The other 94 percent are not.

Facebook Organic Reach



MariSmith.com

A wide-angle photograph of a minimalist interior space, likely a modern office or gallery. The room features a polished, light-colored floor that reflects the bright light coming from large windows on the left and right. A person is walking across the room, their silhouette visible against the bright light. The walls are white, and the ceiling is also white, creating a clean, open atmosphere. The text "Pay To Play" is overlaid in the center of the image.

Pay To Play





CHINESE MOON FESTIVAL

6 - 7 SEPTEMBER 2014 | 10AM - 5PM

Normal admission charges apply. Children **FREE**

Join us for a weekend of cultural activities visit:
www.dunedinchinesegarden.com



Dunedin City Council
Government Organization

Liked ▾

Following

Message



Timeline

About

Photos

Likes

More ▾

People

40 People Talking About This

1540 Total Page Likes
▲ 0.8% from last week

12 New Page Likes
▼ 33.3%

Invite your friends to like Dunedin City Council



Ellen Aase Mayo-Smith

Invite



Alistair Rowe

Invite

See All Friends

10. Post Where Audience Is

 University of Otago 

 Debbie [Home](#) [20+](#) 





University of Otago 
Educational Organization · Medical School

 Like  + Follow  Message 

[Timeline](#) [About](#) [Photos](#) [Reviews](#) [More ▾](#)

PEOPLE 


26,969 likes
16,229 visits

Nigel Cherrie, Simon Young and 2 others like this.

Invite your friends to like this Page

 Post

Write something on this Page...

 **University of Otago** shared a link.
September 5 

Course Enrolment for study in 2015 opens on Monday 8 September. Students who have accepted an offer for a programme, or who are continuing a current programme of study, can start Course Enrolment through eVision from this date.



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PHOTOS

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Like · Comment · Share

Ivan Rakich likes this.



Write a comment...



Harcourts Paeroa

July 21

The Best Way to Start a Monday!!!

Do you Agree?? — in Paeroa.

ONE SMALL
POSITIVE
THOUGHT IN
THE MORNING



Search for people, places and things



Debbie



Andrea Pilotti

Massaggio Time... Watch Different

[See Translation](#)

[Like](#) · [Comment](#) · [Share](#) · June 30

318,686 people like this.

298,373 shares

Shared with: Public

[Embed Post](#)

[Report Video](#)

Spirit of Facebook

Post

Dogs: Cuddly. Fierce. Funny. Loving

Cars: Old. New. Wonky. Guess which model

Roads: Scariest. Beautiful. Steepest.

Share: Partners postings

Ask : Them to post

Where

- Local universities
- Other partners(NZTA, AA)

Summary?



facebook®

Your Quick Tip Newsletter 20 May 2014 Vol 13 No# 94			
Website LinkedIn Speaking Where's Debbie Newsletter Sign-up			
<p>1. Please refer</p> <p>2. I didn't know Excel could do that</p> <p>3. Content marketing</p> <p>4. Does your partner snore? AKA smartphone ideas</p> <p>Subscribe Now! Missed the last issue?</p> <hr/> <p>When was the last time you asked for a referral? May I?</p> <p>Please refer A request from this lady trying to run a business as well as keeping hubby, six kids, two dogs and three cats happy - please, refer! As you know, business is hard these days, especially for the self employed.</p> <p>If you like this newsletter, or if you've been to one of my presentations, please, refer. How? Just shoot this newsletter out to your friends and colleagues with a few words of your own or that Debbie is a conference speaker / trainer working with businesses that want to help staff get more done in less time. Sign up for Debbie's Newsletter</p> <hr/> <p>I didn't know Excel could do that. unmerge cells!!! Yipee It always pays to explore!</p> <p>Ever try to sort an Excel list and it won't? 'Merged cells' it tells you.</p> <p>Well, problem fixed! I found the solution. It's just hidden, that's all. Often you can't tell if a cell is merged when there is information in it. In the image below you can see that row one - column A-H is merged. Row 2 A-B is merged Row 3 A-C is merged. If you had information in it, and wanted to sort say alphabetically by column one, it won't.</p>			

Business Card
Free
Subscription
everyone!!!!
AND
Presentation
One year
follow up

THANK YOU!!