

# SHORTCUTS AND AUTOMATIONS

**A Worksheet to Streamline Your  
Tasks, Time and Life**



**BETH Z**  
**YOUR NERDY BEST FRIEND**

# DO YOU DO THESE COMMON TASKS?

Which of these common tasks do you do all the time? Each of these can benefit from automations.

- Create a task for yourself after you get an email.
- Share the same social media content to different sites.
- Look up news on a certain topic.
- Check prices on items to see when things go on sale.
- Save attachments from emails.
- Text message people when you get to a place or leave work.
- Have someone call your phone because you lost it in the house somewhere.
- Check the weather or traffic.
- Take notes on a notepad or in a phone or somewhere then cut and paste them elsewhere.
- Type the same responses to people over and over.

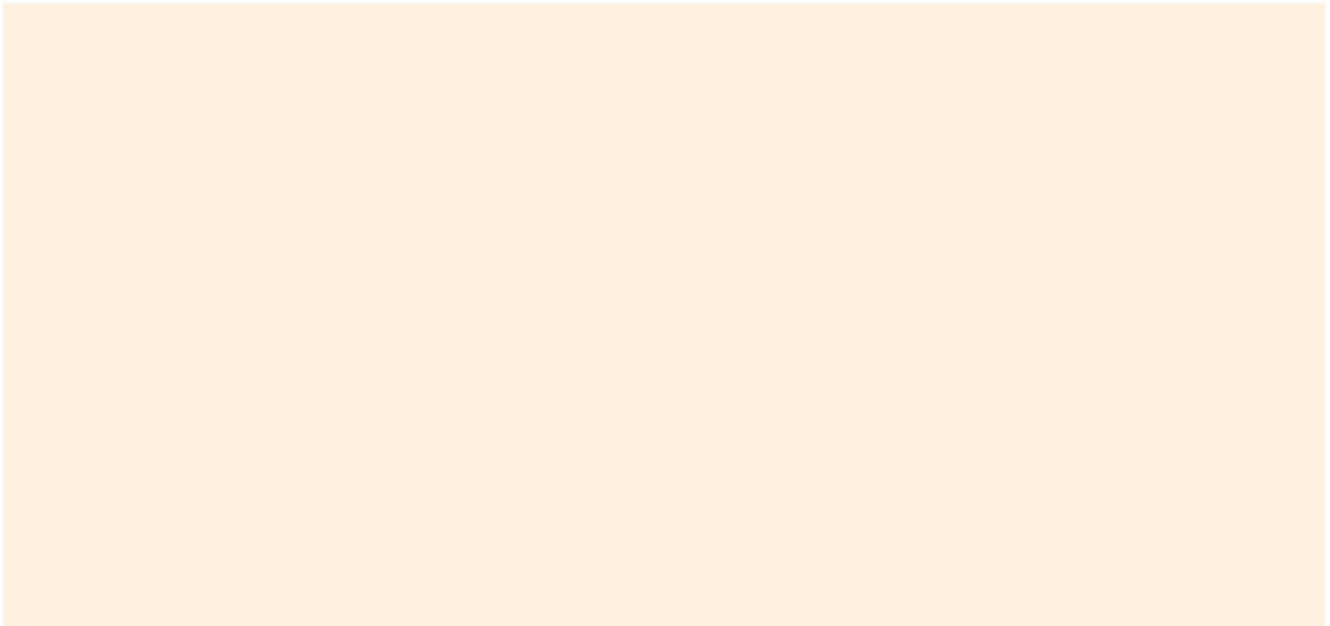
# LIST MORE REGULAR TASKS

Below type more tasks you do regularly that are mundane, repetitive, boring and "just work."

## Work Tasks



## Personal Tasks



# YOUR APP INVENTORY

Many apps can work together to streamline tasks, and it helps to look at your whole system together to see where work intersects. Take an inventory of the apps you use at work and home to identify overlap and automation opportunities.

Work

Social Media

Family/Personal

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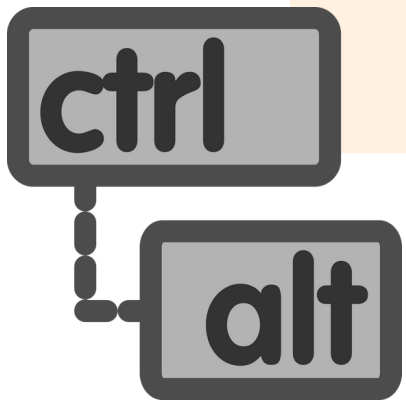
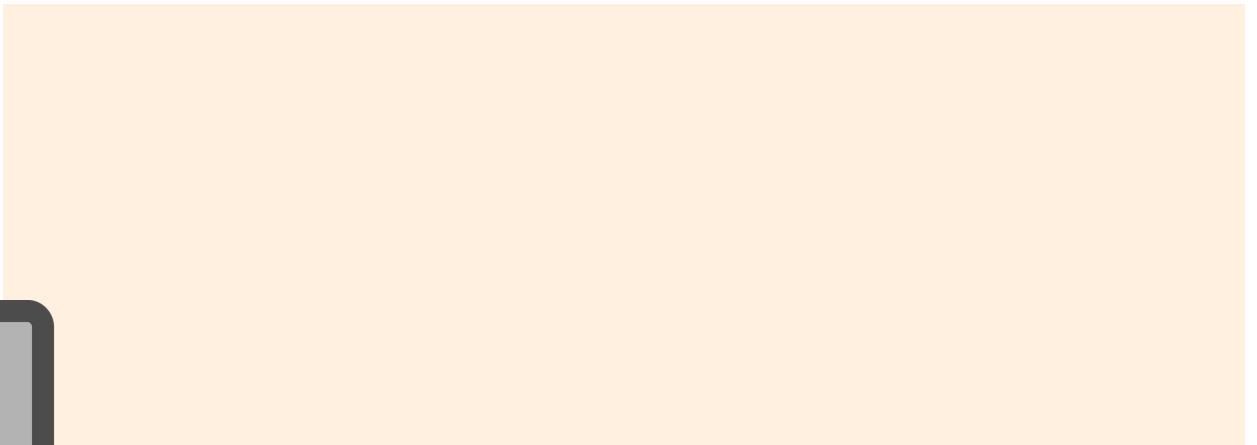
# SIX AREAS TO AUTOMATE

1

## Keyboard Shortcuts

Every time you take your hand off the keyboard to click your mouse or move your cursor to another area, you're wasting time. Make note of your favorite keyboard shortcuts and practice using them.

Keyboard Shortcuts



## GET IT DONE

Go back to your App List and open each one. Look at the menus for keyboard shortcuts.

# SIX AREAS TO AUTOMATE

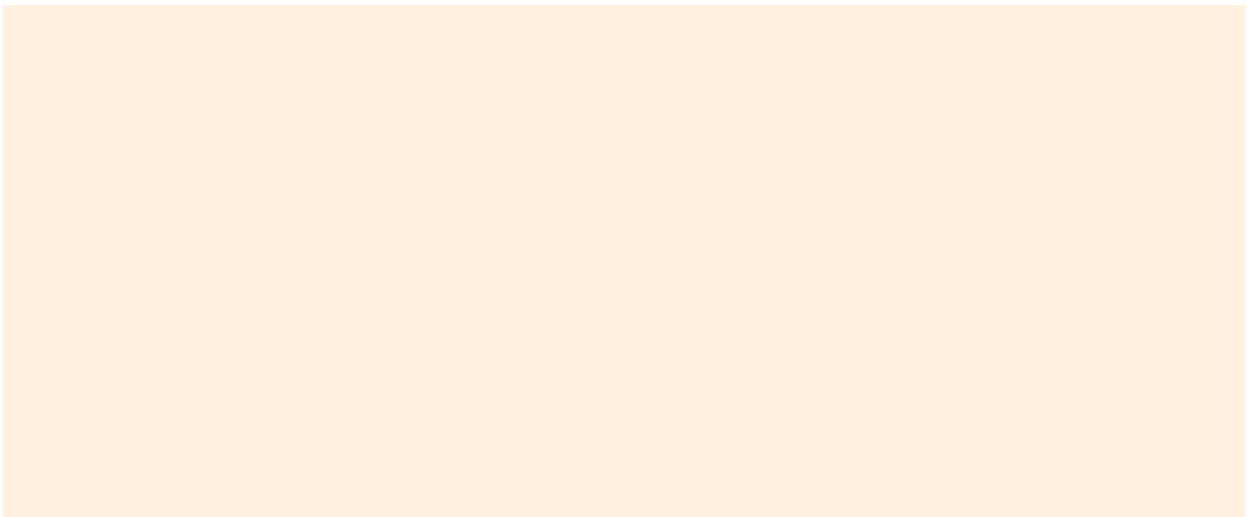


## 2

### Text Expanders

What phrases do you type over and over? Set up automations within different apps or use a universal tool like [TextExpander](#) to create shortcuts to insert phrases, sentences, images and more.

Common Phrases



## GET IT DONE

You may not remember every phrase you regularly write because it's such a habit. Look in your sent emails, latest documents and more.

# SIX AREAS TO AUTOMATE

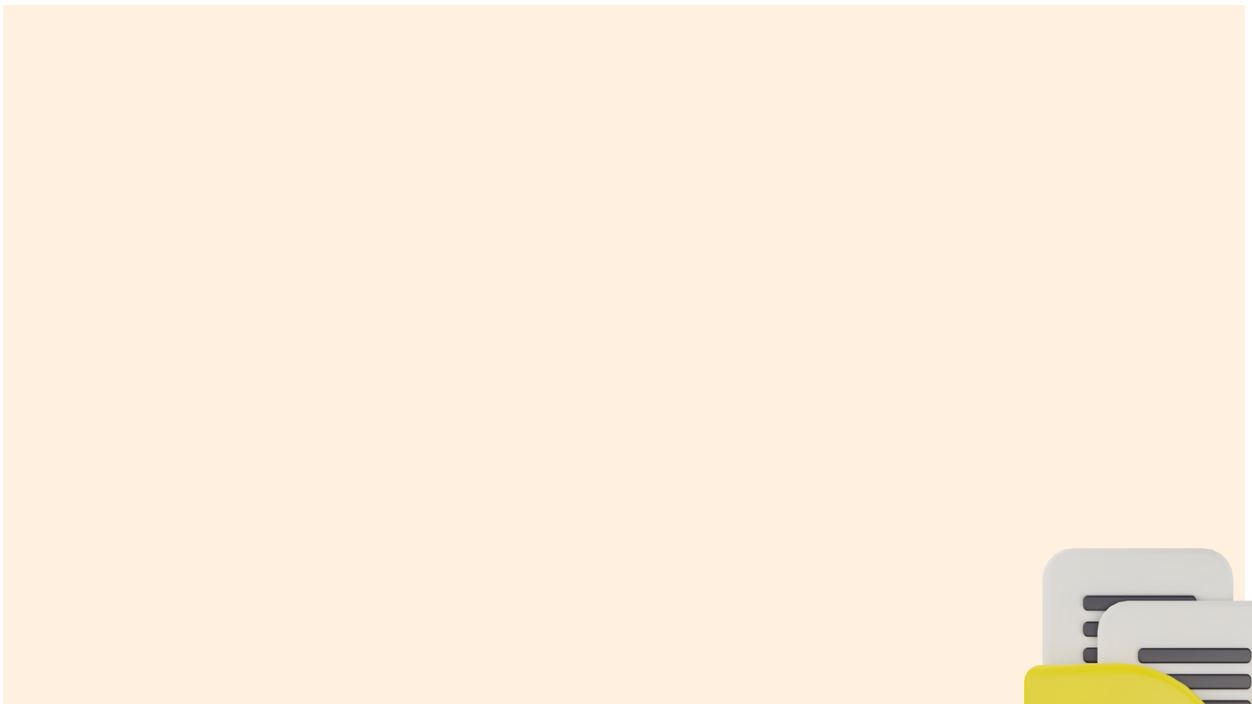
## 3

### Information Management

We have information stored everywhere... bookmarked on our browsers, starred in our social media and lost somewhere in the folders in our computer. Automations can help organize, share, format and access them.

Write down all the places you store information to see where you can automate some of the information management.

Where I Collect Information



# SIX AREAS TO AUTOMATE

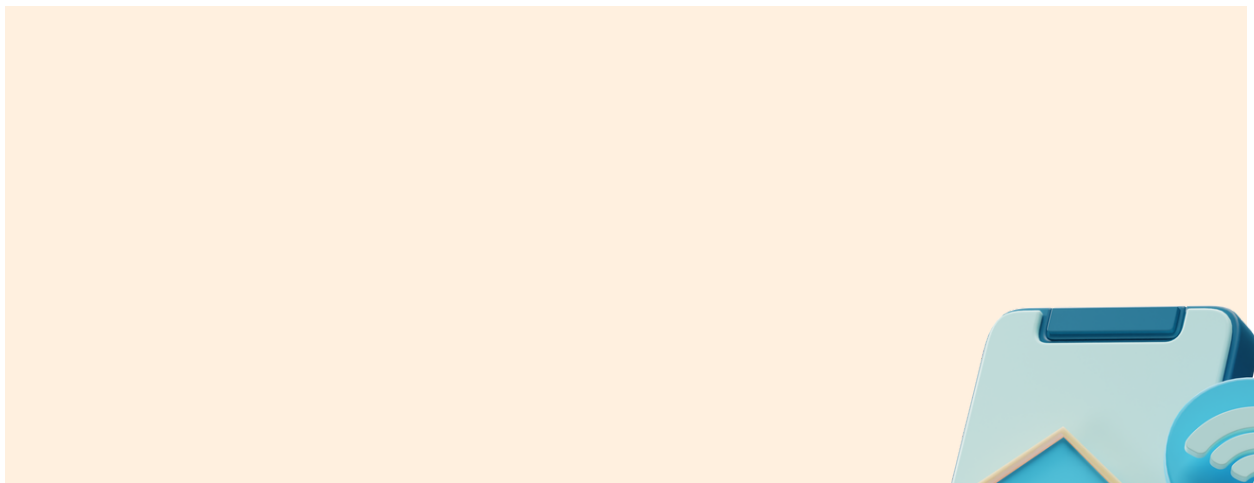
## 4

### Smart Phones

Both Apple and Android phones have secret shortcuts that you can activate to do small tasks.

- Apple: Go to the Shortcuts App and open the Gallery
- Android: Download the Google Action Block, Google Home app or check out the Google Assistant.

Smartphones Shortcuts to Try





# SIX AREAS TO AUTOMATE

## 5

### Smart Homes

Ever forget to turn on the lights when you leave the house? Or set the thermostat lower to save money when no one is home? Smart home products can connect together to make your electronics and other systems work more smoothly.

Even if you don't have smart speakers, you can still use tools like Amazon Alexa via the app and Apple Homekit to automate. Make a list of devices such as smart plugs, lights, vacuums, etc. to see what might connect.

#### Connected Devices



# SIX AREAS TO AUTOMATE



# 6

## App-to-App Workflows

At work, bringing your apps and systems together can drastically decrease the amount of work on your list. But you really need to think through all the possible connections and then explore how they come together.

Explore Zapier and Other Tools to Find Workflows



## GET IT DONE

Fill in the blank to start thinking about automations:

Whenever [task or action] happens,  
I want [task or action] to happen.

# ABOUT BETH Z

CERTIFIED SPEAKING PROFESSIONAL



To find technology to make your life easier, you could hunt for hours, demo for days or Google for greatness.

Or you could just ask Your Nerdy Best Friend...

Beth Z, Your Nerdy BFF, sorts through the digital clutter to discover tech tips, tools and tricks to solve life's everyday problems.

Then she shares her best tips in easy-to-understand short bites with humor and pizzazz.

**AUTHOR. SPEAKER. NERD.**  
(NOT NECESSARILY IN THAT ORDER)

# WHAT AUDIENCES SAY ABOUT

# BETH Z...



"I love all your virtual training seasons! I've improved my Zoom presentations due to your tips, tricks and technology recommendations. Thanks!"



"I love My Nerdy Best Friend, Beth Z! Her tools are GENIUS and super helpful for work and everyday life."



"I love listening to NERDY Beth Z. She's entertaining while offering many great tips and education to help me with my business. Thank you for your NERDY but great offerings."



"Beth is the right blend of serious information and seriously fun!"



"Beth delivers. I've hired her, gifted her books and brainstormed new ideas. Go easy on yourself... Hire her today!"



"I have been following Beth for years, and she never fails to teach me something new!"



"I love listening to NERDY Beth Z. She's entertaining while offering many great tips and education to help me with my business. Thank you for your NERDY but great offerings."



# THANK YOU

**WANT FUN AND USEFUL CONTENT?**

Beth Z's presentations marry the funny with the functional with interaction and hands-on learning built-in!

AUTHOR SPEAKER NERD

[yournerdybestfriend.com](http://yournerdybestfriend.com)