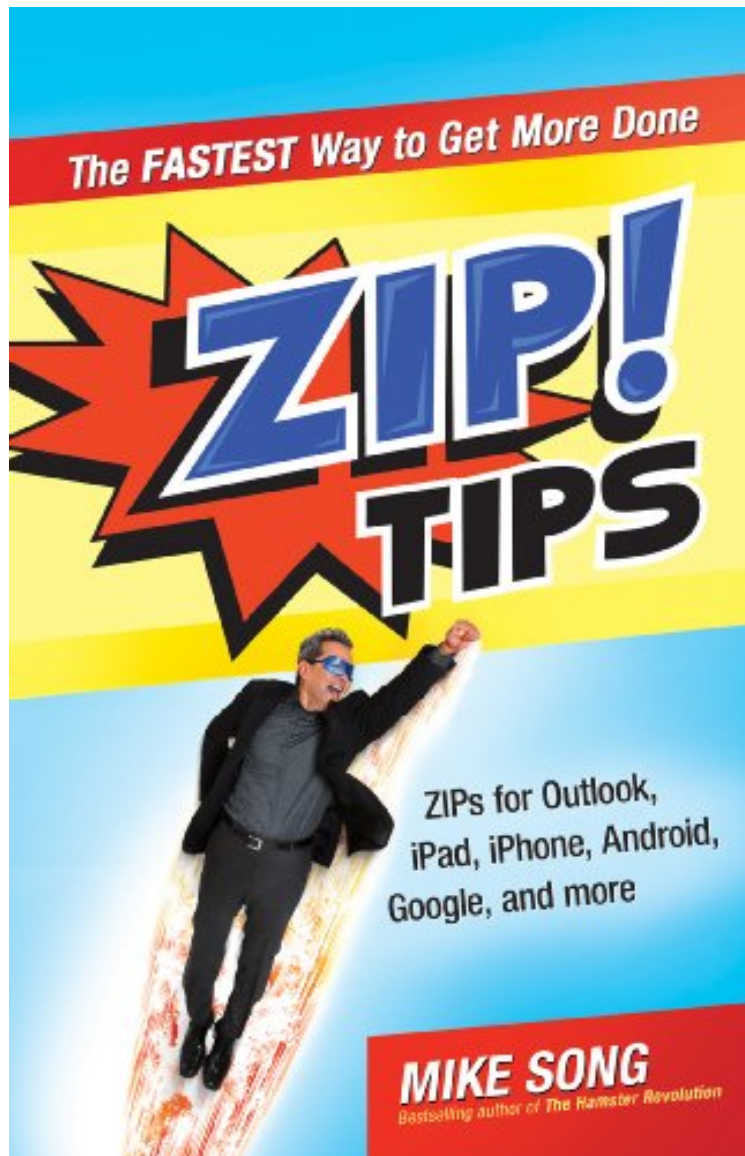


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ZIP! Tips: The Fastest Way to Get More Done

Mike Song

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Mike Song : ZIP! Tips: The Fastest Way to Get More Done before purchasing it in order to gage whether or not it would be worth my time, and all praised ZIP! Tips: The Fastest Way to Get More Done:

2 of 2 people found the following review helpful. Kindle Edition: A Good Value - Quick Read
By Billy Frank
I have utilized Mike Song's other "process improvement" techniques (i.e. The Hamster Revolution The Hamster Revolution for Meetings) and found they have saved me a lot of time. This book is no different and there are lots of tips to help "automate" routine tasks while sitting in front of your computer (or tablet, iPhone, etc.). Mike walks us through all the tips by utilizing a first person conversation with Harold the Hamster. This makes the content, which could be very dry,

entertaining. The book is very well laid out, with lots of hyperlinks and the index aka "Quick Find Guide" is one of the best I have seen. There are thirteen chapters with eleven tips. I was familiar with four of them. The other seven more than made up for the small cost of the book. The best two, in my opinion, are "The Amazing AutoCorrector" and "The Draftinator". The only reason I gave this book a "like" instead of "love" rating is because the two most useful tips for me I had learned from Mike's "Get Control" newsletter. I would recommend this book as implementing what I learned in it has already saved me lots of time. 0 of 0 people found the following review helpful. Childish Slick Marketing By Scott R Cleveland Childish and geared toward slick marketing. Other than that the tips were good. 2 of 2 people found the following review helpful. Finally! All the best tech tips...all in one spot. By WJBI was so surprised by the simple, yet powerful secrets in this book. It's fun to read and easy to do. This practical book is a must have for anyone that wants to save time and be more productive. I highly recommend it.

Overloaded? Overwhelmed? Overworked? You need ZIP! Today, the fastest way to get more done is to focus on tech management—not time management. Mike Song, with the help of productivity superhero "Z," shows you that the secret is right at your fingertips. The devices and software you use every day have incredible time-saving features almost nobody knows about! Once you discover them you'll effortlessly boost your performance and zoom to your goals like never before. ZIP! to what matters most in a single click! Print long phrases in two keystrokes! Convert an Outlook email into a LinkedIn contact in three keystrokes! And so much more! It takes guts to teach Microsoft leaders new ways to use our own technology. This book exceeded our expectations and had us all zipping along!—Chuck Metzger, Senior Project Manager, Microsoft ZIP Tips make your entire organization better, smarter, and faster!—Elaine Hetu, Director, Six Sigma Training and Career Development, McKesson ZIP Tips help our busy salespeople soar!—Brenda Davis, Senior Manager, Worldwide Sales Training, United Airlines

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