TIME MANAGEMENT TOOLS

AB 2000 LTD

PLANT & CRANE HIRE

Available Tools

- Day Planners
- Handheld PDA’s
- PDA / Cell Phones
- Handheld tape recorders
- PIM Software
- Tablet PC’s

PAPER SOLUTIONS

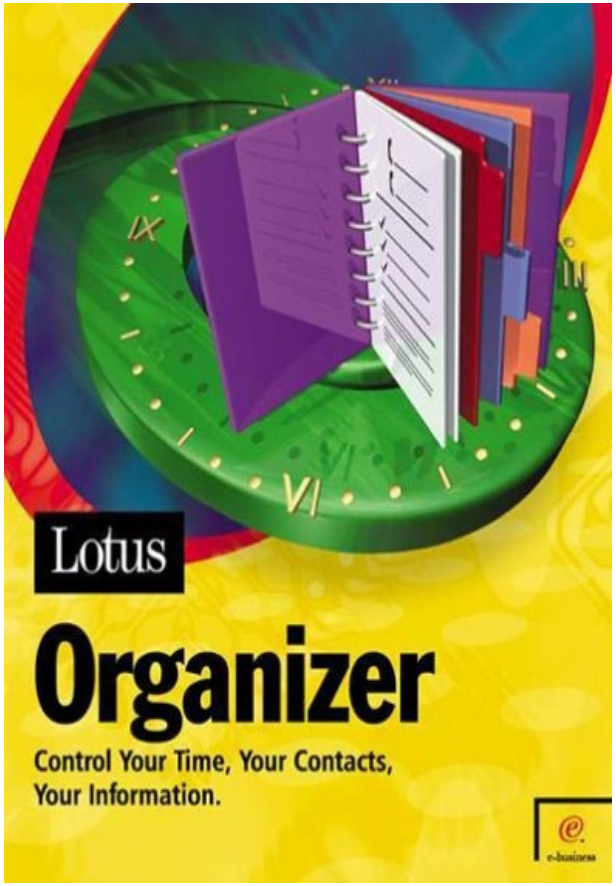
Day Planners:

Old paper – based organizers are still around but now they have PIM software partners

PERSONAL INFORMATION MANGAGERS (PIMs)

- PIMs are software programs designed to run on computers or PDAs that help you keep track of addresses, appointments, phone numbers and notes to yourself.
- The basics of a good PIM are a calendar, address book and scheduler.
- New PIMs integrate with e-mail and office suite software, and also include Web access.

EXAMPLES OF PIM'S



Microsoft Outlook

Lotus Organizer

Any Day

Inbox
Calendar
Contacts
Find Names
Public Folders
Options
Log Off

Weekly ?

Calendar

Compose New Appointment

Monday, January 3 - Sunday, January 9

Monday, January 3	Thursday, January 6
Tuesday, January 4	Friday, January 7
Wednesday, January 5	Saturday, January 8
	Sunday, January 9

December 2004

	M	T	W	T	F	S	S
49	29	30	1	2	3	4	5
50	6	7	8	9	10	11	12
51	13	14	15	16	17	18	19
52	20	21	22	23	24	25	26
1	27	28	29	30	31		

January 2005

	M	T	W	T	F	S	S
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31	1	2	3	4	5	6

September 24 2004

Go Today

https://doaisd01003.state.mt.us - New Contact - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Close

General | Details | Attachments

First Name:

Last Name:

Middle Name:

Job Title:

Company:

Business Phone:

Home Phone:

Business Fax:

Mobile Phone:

Pager:

Web page:

E-mail:

Internet

ELECTRONIC SOLUTIONS

A Few Examples of Personal Digital Assistants (PDA's):

PalmOne

Hewlett Packard

Sharp

Toshiba

Dell

Sony

Blackberry

PDA FEATURES

- SCREEN SIZE
- FAST PROCESSOR, LOTS OF MEMORY
- OPERATING SYSTEM
- EASE OF USE
- BATTERY LIFE AND BATTERY TYPE
- RECHARGE TIME
- BUILT-IN SOFTWARE
- MEMORY CARD SLOTS

PDA FEATURES (continued)

- COLOR SCREEN AND HIGH RESOLUTION
- PIM SOFTWARE COMPATIBILITY
- SMALL SIZE
- LIGHTWEIGHT
- WIRELESS INTERNET CAPABLE
- BLUETOOTH CAPABLE
- BUILT-IN CELL PHONE, CAMERA, VOICE RECORDER

PDA FEATURES (continued)

- INFORMATION ENTRY METHODS
- STYLUS DESIGN
- FUNCTIONAL DESIGN
- DURABILITY
- DESKTOP CRADLE
- EASE OF SET-UP / TECH SUPPORT
- HARD RESET AVOIDANCE

MORE ELECTRONIC SOLUTIONS

Tablet PC’s: the power of a PC without the package

USING THE TOOLS

- Don’t be afraid of the learning curve
- Be consistent - daily is daily, occasionally is not worth much.
- One source works – multiple sources mean you never have the information you need when you need it.
- Backup everything. An appointment lost, a contact lost, may mean work is a do-over, and who needs that.