

# Mac & Cheese Productions<sup>SM</sup> Productivity Webinar - Follow Up

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## PRODUCTIVITY

### PEOPLE

- Jocelyn Gleib <http://jkgleib.com/>
  - David Kadavy <http://kadavy.net/>
  - Michael Hyatt <https://michaelhyatt.com/welcome/>
  - Jason Fried <https://medium.com/@jasonfried>
  - Seth Godin <http://www.sethgodin.com/sg/>
  - Mike Vardy <https://productivityist.com/>
  - Brett Kelly <https://brettkelly.org/>
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### BOOKS

- The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing, Marie Kondo <http://amzn.to/2ktrvSq>
  - Deep Work, Cal Newport <http://amzn.to/2mzHjmX>
  - Better Than Before: What I Learned About Making and Breaking Habits--to Sleep More, Quit Sugar, Procrastinate Less, and Generally Build a Happier Life, Gretchen Rubin <http://amzn.to/2mOxNxn>
  - Rework, Jason Fried <http://amzn.to/2mUTiy5>
  - Remote: Office Not Required, Jason Fried <http://amzn.to/2nKCRC7>
  - Sleep Smarter: 21 Essential Strategies to Sleep Your Way to a Better Body, Better Health, and Bigger Success, Shawn Stevenson <http://amzn.to/2n62X5w>
  - Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done, Jocelyn Gleib <http://amzn.to/2mCNOWe>
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### WEBSITES

- The Mission <https://medium.com/the-mission>
  - Lifehacker <http://lifehacker.com/>
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### PODCASTS

- Beyond the To Do List <http://beyondthetodolist.com/itunes>
  - The Tim Ferriss Show <http://fourhourworkweek.com/podcast/>
  - Extreme Productivity with Kevin Kruse <http://productivity-podcast.com/>
  - Tool to listen to/organize podcasts --- Stitcher <https://www.stitcher.com/>
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## REFERRAL LINKS (if you use these links to sign up, sometimes you and/or I get a discount of some sort)

- Dropbox <https://db.tt/htslkjEr>
  - Boomerang <http://goo.gl/YCEHqD>
  - Mighty Text <http://mightytext.net/R4NdJUf>
  - Slack <http://bit.ly/1AACI79>
  - Lastpass <https://lastpass.com/f?2179716>
  - Buffer <http://bufferapp.com/r/1e7e4>
  - HelloSign <http://bit.ly/17FMVUi>
  - Mailchimp <http://eepurl.com/peBaj>
  - Prezi <http://prezi.com/recommend/kqddi3px82gs/>
  - Park Whiz <http://ssqt.co/m5cnWmF>
  - Evernote <https://goo.gl/l66og3>
  - CamScanner <https://www.camscanner.com/ru?257758086link>
  - Gusto (what I use for payroll of myself and my independent contractors, as well as for tax forms) <https://zenpayroll.com/r/VUPUn>
  - Freshbooks (what I use for accounting) <https://goo.gl/Bn9GRL>
  - Truecrypt (another security measure) <https://www.grc.com/misc/truecrypt/truecrypt.htm>
  - Tunnelbear <http://click.tunnelbear.com/SHBO>
  - TextExpander — 20% off code: “Cheese” <https://smilesoftware.com/textexpander>
  - SpotHero <https://spothero.com/invite/6ndcbl>
  - Wise Stamp <https://webapp.wisestamp.com/>
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## EQUIPMENT

- Scanner (goes beautifully with Evernote) <http://amzn.to/1KKscR4>
  - Sonos Speaker System <http://amzn.to/1MyHkMd>
  - All in 1: Copier Scanner Printer <http://amzn.to/1MyHnHY>
  - Standing Desk <http://amzn.to/1MyHumT>
  - Airport Extreme (sharing files wirelessly on all machines at home/office) <http://amzn.to/1MyJv2g>
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## ARTICLES

### EMAIL IN GENERAL

- I figured out a way to kill work email once and for all <http://read.bi/1al7Eys>
- 10 steps to tame your email inbox and keep chaos at bay <http://goo.gl/95rqT8>
- Why I Removed Email From My Smartphone <http://goo.gl/5XIlcK>
- Canned Emails <http://www.cannedemails.com/>
- Getting more people to open your email <http://bit.ly/1fkgizX>
- 5 Secrets of People with “Zero” Inboxes <http://goo.gl/mhllkq>
- How Effective People Handle Email <http://goo.gl/RlkmPW>

## SECURITY

- Set up a VPN in 10 minutes for free—and yes, Americans urgently need one, thanks to Congress <https://goo.gl/T5o16t>
- Why You Should Start Using a VPN (and How to Choose the Best One for Your Needs) <http://goo.gl/aqa00>
- Potent LastPass exploit underscores the dark side of password managers <https://goo.gl/doR2CL>
- 18 Ways to Make Your Online Accounts More Secure <https://goo.gl/blZdDR>
- The Beginner's Guide to Setting Up LastPass <http://goo.gl/C2wi2B>
- What To Do If You Lose the Master Password to Your Password Manager <http://goo.gl/H4V8un>
- Online Security for Business: What Marketers Need to Know <https://goo.gl/9VvyZWh>
- Lifehacker Faceoff: The Best Password Managers, Compared <http://goo.gl/l0zjXw>
- Here's Everywhere You Should Enable Two-Factor Authentication Right Now
  - <http://goo.gl/f11uP9>
  - <https://twofactorauth.org/> (better list)
- Google Prompt Lets You Use Two-Factor Authentication Without Those Pesky Codes <http://goo.gl/PjlfmS>

## GMAIL

- How to Send a Reply and Archive with One Click in Gmail <http://goo.gl/eJzyZQ>
- Undo Send for Gmail on the web <http://ulr.me/ynzc/>
- How to Use Canned Responses in Gmail <http://www.wikihow.com/Use-Canned-Responses-in-Gmail>
- Setting up filters <http://bit.ly/1LRZlrp>
- One old-tech secret for high achievers <http://goo.gl/l91NXX>
- Master the new Gmail with these tips, shortcuts, and add ons <http://lifehacker.com/5861810/master-the-new-gmail-with-these-tips-shortcuts-and-add-ons>
- 18 gmail tricks you probably don't use (but should) <http://www.supercompressor.com/tech/best-gmail-add-ons-and-extensions-things-you-didn-t-know-about-gmail>
- Top 10 things you forgot gmail can do <http://lifehacker.com/5103016/top-10-things-you-forgot-gmail-can-do>
- Forward multiple emails at once <http://lifehacker.com/multi-forward-for-gmail-forwards-emails-in-bulk-1721277635>
- 4 gmail hacks that will change the way you work <https://www.fastcompany.com/3048504/how-to-be-a-success-at-everything/4-gmail-hacks-that-will-change-the-way-you-work>
- 5 Gmail Filters To Help Prioritize & Organize Your Inbox <http://goo.gl/CwsR9>
- How to Use the Infinite Number of Email Addresses Gmail Gives You <http://goo.gl/ExkMPu>

## CHROME

- The Secret Powers of Chrome's Address Bar <http://lifelhacker.com/the-secret-powers-of-chromes-address-bar-1651920066>
- Chrome Web Store <https://chrome.google.com/webstore/category/apps>
- Chrome Suspender <http://on.mash.to/1Pvv7zF>
- Google Gives Bookmarks an Overhaul with Bookmark Manager for Chrome <http://ulr.me/9mhl/>

## TODOIST

- Todoist overview <https://www.youtube.com/watch?v=tg7m8DJKWUw>
- Todoist & GTD: 5 Steps to Truly Organize Your Life <http://bit.ly/1bsuynG>
- Getting Things Done with Todoist <http://bit.ly/1bsuynX>
- How to use Todoist to GTD <http://bit.ly/1bsuyEn>
- Using Todoist & Evernote <http://productivityist.com/todoist-and-evernote/>
- Todoist & Get Things Done (GTD) explanation: <https://www.youtube.com/watch?v=Ee1jhuzWwnY>
- 10 hidden features of Todoist <https://blog.todoist.com/2015/09/03/10-hidden-features-of-todoist/>
- Integrations with other apps <https://goo.gl/jyHL6m>

## EVERNOTE

- How to organize in Evernote <http://michaelhyatt.com/evernote-tags.html>
- A Handy Index to All My Evernote Posts <http://goo.gl/XmCRI3>
- How to get your kindle highlights into Evernote <http://ulr.me/8amt/>

## ADDITIONAL ARTICLES

- Seven Productivity Myths, Debunked by Science (and Common Sense) <http://goo.gl/Wbivb>
- 9 Secret Google Search Tricks <http://goo.gl/BU8PNG>
- Add a Widget Shortcut on Android to Get Home With Just One Tap <https://goo.gl/gkeVOR>
- Three Fonts You Should Use Instead of Arial to Save Printer Ink <http://goo.gl/bR3BDT>
- Change Your Address Everywhere On This Printable Checklist When You Move <http://goo.gl/8AiWwX>
- Texpand Adds Text Expansion to Android, No Matter What Keyboard You Use <http://goo.gl/9j77ZO>
- 12 Keyboard Shortcuts You'll Wish You Knew About Sooner <http://goo.gl/y2iKvW>
- 39 Things to Do Before Leaving on Vacation: A Handy Dandy Checklist <http://ulr.me/inel/>
- 110 essential resources for creative freelancers and small business owners <http://bit.ly/1ajOKYH>
- 15 Dead Simple IFTTT Recipes That Will Make Your Life Way Easier <http://goo.gl/eoGy82>
- 13 Google Search Tricks That Make Life A Whole Lot Easier <http://goo.gl/7eRBjr>
- Pomodoro Technique <http://pomodorotechnique.com/>
- The guide to undoing your tech mistakes <http://goo.gl/OPmxC5>
- Why Single-Tasking Is Your Greatest Competitive Advantage (Plus 19 Ways To Actually Do It) <https://goo.gl/F5IDdS>

- A list of Slack Groups, if you want to test the tool out (note: some are paid, some are free) <http://www.slacklist.info/>
- Top 10 Unusual Ways to Make Your To-Do List Actually Doable <http://ulr.me/91uy/>
- 5 days to digitize your business cards <http://www.pcworld.com/article/2107582/5-ways-to-digitize-your-business-cards.html>
- The Art of Tidying of Your Online Professional Network Connections <http://www.bethkanter.org/tidying/>
- Getting Things Done (GTD) <http://bit.ly/1daxW7X>
- 10 Life-Changing IFTTT Recipes for Extreme Productivity <https://goo.gl/fXnqhb>
- How to Master the Art of Looking Busy <http://goo.gl/Kgxbj>
- 17 Simple Rules for Getting Organized and Decluttered <http://goo.gl/YpCgCC>
- How to Add an Emergency Contact to Your Phone's Lock Screen <http://goo.gl/2uXISy>
- The True Cost Of Multi-Tasking <https://goo.gl/2UPTbF>
- This 2-Second Trick Will Silence Notifications on Your Computer <http://goo.gl/pQOKUu>
- TextExpander Switches to a Subscription Model, Here's How to Take Your Snippets Elsewhere <http://goo.gl/8HfquD>

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## Upcoming Mac & Cheese Productions<sup>SM</sup> Webinars

- Saya's Evernote Webinar
  - register <https://goo.gl/kfXH4s>
- Pete's Personal Finance Class
  - sign up to be notified of the next offering <http://goo.gl/forms/KAWp4CakWy>
- Saya & Pete's Travel Webinar
  - register <https://goo.gl/tj1R5e>
  - sign up to be notified of the next offering if you can't make above <http://goo.gl/forms/qXfiU8Y9MqNqIJFo1>

## Upcoming Mac & Cheese Productions<sup>SM</sup> Events

- <http://bit.ly/1dRzOfU>

## Life of Yes<sup>SM</sup> Recommendations

- <https://goo.gl/W3sJlZ>

## Mac & Cheese Productions<sup>SM</sup> Store

- <https://goo.gl/rybBU5>

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