

# Visions Toolkit



by Nicole Chamblin  
Visions Productivity Solutions

## TECHNOLOGY RESOURCES TO MAKE YOU MORE PRODUCTIVE



This *Visions Tool Kit*™ shares with you a few of my favorite tools and resources that keep me productive that I recommend with confidence.

I'll be upfront and say that for some of them, I'll make a nominal commission... the Legend below will let you know when that happens.




Please know that nothing is included in this tool kit that I don't use, love or believe to be a valuable asset and tool in your productivity arsenal.

### Notes






1. *Although I recommend these resources, I cannot and do not accept responsibility for any purchases, business or connections made with any company listed in this tool kit.*
2. *Since things change quickly in it is possible that some of the links included may become outdated or broken. If you come across one of those, please send an email to [nicole@visionsps.com](mailto:nicole@visionsps.com) with an update.*

*For guidance, tips or consulting on how to implement any of these productivity solutions- schedule time to speak with me by [clicking on this link](#) to access my calendar!*





### Legend




	Visions Productivity Solutions/Nicole Chamblin makes a nominal commission or is affiliated as an authorized representative.
	One of Nicole's must use tools!
	There is a free, no cost trial or version available.









AUDIO	
RESOURCE	WHAT IT DOES
<p style="text-align: center;">Audio Acrobat®</p>  <p style="text-align: center;"><a href="http://www.audioacrobat.com">http://www.audioacrobat.com</a></p> 	<p>AudioAcrobat® is one of the most feature rich audio solutions for Websites and email available today!</p> <ul style="list-style-type: none"> <li>• Record Audios by Telephone! Call anytime! Call anywhere</li> <li>• Record Personal Audios</li> <li>• Record Conference Calls, Interviews &amp; Teleclasses</li> <li>• Record Audio Testimonials and Create Useful Customer Feedback</li> <li>• Record in Stereo with Your Computer Microphone</li> <li>• Record and Produce Videos at Your Desktop</li> </ul>
<p style="text-align: center;">AudioGenerator</p> <p style="text-align: center;"><a href="http://www.audiogenerator.com/">http://www.audiogenerator.com/</a></p> 	<p>Provides:</p> <ul style="list-style-type: none"> <li>• Unlimited audio clips played instantly with one click of the mouse</li> <li>• Recording right over a telephone! Just like leaving a voicemail.</li> </ul>



COMMUNICATION	
RESOURCE	WHAT IT DOES
<p>Free Conference Call  <a href="http://www.freeconferencecalling.com">www.freeconferencecalling.com</a></p> 	<p>Free on-demand conference call service is available to use anytime. Accessible from any type of phone, from anywhere – repeatedly. Allows you to easily record your conference call in MP3 to listen, download and podcasts.</p>
 <p><a href="http://www.skype.com">www.skype.com</a></p> 	<p>With Skype you can make free calls over the internet to other people on Skype for as long as you like, to wherever you like. It is free to download. You can also call landlines and cell phones and integrate video calling via webcam.</p>
 <p><a href="http://www.vonage.com">www.vonage.com</a></p> 	<p>Vonage is a leading provider of broadband telephone services with 2.5 million subscriber lines. Their technology enables anyone to make and receive phone calls with a touch tone telephone almost anywhere a broadband Internet connection is available with an experience similar to traditional telephone services.</p>

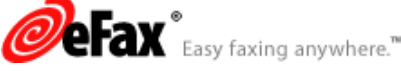


## CLIENT CONNECTIONS & FOLLOW UP

RESOURCE	WHAT IT DOES
 <p><a href="http://www.oprius.com">www.oprius.com</a></p> 	<p>Sales and Contact Management Software for Independent Sales Consultants</p> <ul style="list-style-type: none"> <li>• Contacts with History: Know exactly what you have done with each of your Contacts.</li> <li>• Follow up Made Easy: Automatically send emails and be reminded to follow up with Contacts.</li> <li>• Stress Free Calling: Quickly schedule calls, and then make them with the Phone Assistant.</li> <li>• Generate Leads: Easily create Lead Capture Pages and web forms from scratch.</li> <li>• Email Lists Of Contacts: Manage your personal Email and List Mails in one place.</li> <li>• Get Things Done: Enjoy scratching the tasks off your list as you complete them.</li> <li>• Appointment Bliss: Intuitive calendar as simple to use as the one on your fridge.</li> <li>• Relationship Builder: guided plan of action</li> </ul>
 <p><a href="http://www.sendoutcards.com">www.sendoutcards.com</a></p> 	<p>Send a printed greeting card with your message quickly and directly from your computer.</p> <p>You can send cards right from your computer – no card shopping and no post office necessary. If you prefer to add the more “personal touch” of using your own handwriting, you can have your handwriting and four different signatures made into your own customized font, which you can then use to personalize your cards with as you create them online. You can create cards days, weeks, or even months ahead of time and <b>tell the system what date to mail the card</b> to specific groups you create in the built-in contact management program.</p>



DATA ENTRY	
RESOURCE	WHAT IT DOES
 <p><a href="http://www.shoeboxed.com">www.shoeboxed.com</a></p>  	<p>Shoeboxed is the easiest way to digitize and organize your receipts and business cards. With Shoeboxed, you can mail receipts and business cards and they will be scanned and entered into an online account for you.</p> <p>The paid scanning service and the free online software make organizing these receipts and business cards easier, which saves you time and frustration. You can eliminate your clutter, avoid using a scanner and have your information at your fingertips.</p>



DESKTOP SHARING / REMOTE ACCESS	
RESOURCE	WHAT IT DOES
 <a href="http://www.gotomypc.com">www.gotomypc.com</a> 	GoToMyPC is a fast, easy and secure way to access your Mac or PC from any Web browser in real time.
 <a href="http://www.LogMeIn.com">www.LogMeIn.com</a> 	Fast, easy and secure access and back up your home or work computer from anywhere with an Internet connection
 <a href="http://www.Gotomeeting.com">www.Gotomeeting.com</a> 	Use GoToMeeting to present, demonstrate and meet all you want – for one flat fee.
 <a href="http://www.gotowebinar.com">www.gotowebinar.com</a> 	GoToWebinar makes it simple for you to set up, conduct and analyze Webinars yourself.

IMAGES	
RESOURCE	WHAT IT DOES
<p>iStock  <a href="http://www.istockphoto.com">http://www.istockphoto.com</a></p> 	<p>iStockphoto is the internet's original member-generated image and design community. Get easy, affordable inspiration with millions of safe, royalty-free photographs, vector illustrations, video footage, audio tracks and Flash files. Buy stock or sell stock — or both.</p>
 Snagit <a href="http://www.techsmith.com/screen-capture.asp">http://www.techsmith.com/screen-capture.asp</a>	<p>Create an image of all or part of what you see on your computer monitor PLUS:</p> <ul style="list-style-type: none"> <li>• Flexible options that let you capture only what you want.</li> <li>• Annotation varieties like arrows, speech bubbles, fancy edge effects and more.</li> <li>• Versatility in what you do with your capture. Send it to your favorite program, share it online, save it for later.</li> </ul>


INTERNET FAX	
RESOURCE	WHAT IT DOES
 <a href="http://www.efax.com/">http://www.efax.com/</a>	<p>Online fax solutions that allow you to send and receive faxes via your computer or wireless device from a dedicated local or toll free number.</p> <p>Faxes are delivered to you as email attachments and can be sent out from your computer as electronic documents.</p> <p>Reduce paper waste, minimize costs associated with a landline based fax machine (phone charges, paper, toner, etc.)</p>
<p>Fax.com</p> <a href="http://www.fax.com">http://www.fax.com</a>	
 <a href="http://www.rapidfax.com">http://www.rapidfax.com</a>	
 <a href="http://www.myfax.com">http://www.myfax.com</a>	




ONLINE MARKETING	
RESOURCE	WHAT IT DOES
 <p><a href="http://www.icontact.com">www.icontact.com</a></p>	<p>iContact makes it easy to create, send, and track email newsletters, surveys, and RSS feeds and comes with amazing customer support.</p> <p>Designed for small businesses and non-profit associations.</p>
 <p><a href="http://www.onlinesuccessmap.com">www.onlinesuccessmap.com</a></p> 	<p>OnlineSuccessMap specializes in Joomla website development and computer training for business owners and non-profit organizations. They create a customer-focused, professional experience for clients.</p> <p>(And designed the Visions Productivity Solutions website!)</p>
<p>VFlyer</p> <p><a href="http://www.vflyer.com">www.vflyer.com</a></p>	<p>vFlyer is a classified ad creation, management, and submission platform that enables online sellers and marketers to quickly and easily create attractive classified ads or “virtual flyers” that can be posted on dozens of leading online marketplaces in a few simple clicks.</p> <p>Makes classified advertising as easy and effective as possible for individuals and businesses selling online.</p>


PASSWORD KEEPER	
RESOURCE	WHAT IT DOES
 <p><a href="http://www.roboform.com">http://www.roboform.com</a></p> 	<p>RoboForm is the top-rated Password Manager and Web Form Filler that completely automates password entering and form filling. RoboForm allows you to:</p> <ul style="list-style-type: none"> <li>• Manage your passwords and Log In automatically</li> <li>• Fill long registration and checkout forms with one click</li> <li>• Encrypt your passwords to achieve complete security</li> <li>• Generate random passwords to maximize password strength</li> <li>• Back up and Synchronize Passwords between computers</li> <li>• Fight Phishing and Defeat Keyloggers</li> </ul>




PROJECT COLLABORATION & FILE SHARING	
RESOURCE	WHAT IT DOES
 <p><a href="#">ipep</a></p> 	<p>A cloud computing solution that is a cost effective way to organize access and share information quickly, manage teams, collaborate on projects and group resources to save time and money:</p> <p>Great for:</p> <ul style="list-style-type: none"> <li>• Information Management</li> <li>• Online Document Management</li> <li>• Email Content Storage</li> <li>• Physical File Indexing</li> <li>• Project Collaboration</li> </ul>





TIME MANAGEMENT & SCHEDULING MEETINGS	
RESOURCE	WHAT IT DOES
 <a href="http://www.timebridge.com">www.timebridge.com</a> 	<p>TimeBridge lets you stop playing schedule tag works across calendaring systems, companies and time zones that works great when scheduling groups of people.</p>
 <a href="http://www.timedriver.com">www.timedriver.com</a>  	<p>TimeDriver is an appointment invitation system that lets you embed a “schedule now” button in email messages and on Web pages, to drive more appointments. It’s for anyone who wants to invite others to schedule a personal interaction with them – whether on the phone or in person.</p>
 <a href="http://www.tungle.com">www.tungle.com</a> 	<p>Get your personal profile and custom URL to display your availability, and let others schedule meetings with you (without having to sign up). Choose your availability, who you share your page with and when meetings get booked. No more back and forth.</p>

SPEECH TO TEXT AND IMAGING SOLUTIONS	
RESOURCE	WHAT IT DOES
 <p style="margin-top: 10px;"><a href="http://www.livescribe.com/">http://www.livescribe.com/</a></p>	<p>Livescribe developed a breakthrough low-cost mobile computing platform, which is an integrated system of smartpen, dot paper, applications, and development tools designed to enhance personal productivity, learning, communication and self expression for anyone that uses pen and paper.</p> <p>Livescribe's Pulse smartpen is a Montblanc-size computer with advanced processing power and substantial memory for handwriting capture, audio recording, and additional applications.</p>
<p style="text-align: center;">Nuance</p> <p style="margin-top: 10px;"><a href="http://www.nuance.com/">http://www.nuance.com/</a></p>	<p>Nuance is the leading provider of speech and imaging solutions for businesses and consumers around the world. They have some of my favorite speech recognition and PDF conversion tools. Here are a couple:</p> <p><b>PDF Reader</b> Nuance PDF Reader enables you to do much more than just view PDF files. You can convert PDF files to Word®, Excel®, and RTF via a hosted web service. Use annotation tools to highlight, cross-out, and underline text for more effective collaboration.</p> <p><b>Dragon Naturally Speaking 10</b> Create Email, Documents and Spreadsheets, send emails and instant messages, surf the Web, create documents and more — all by simply speaking. It's fast, easy and amazingly accurate. A high-quality headset is included.</p>

TIME TRACKING	
RESOURCE	WHAT IT DOES
<div style="text-align: center;"> <p><b>Cozi</b></p> <p><a href="http://www.cozi.com">http://www.cozi.com</a></p> </div> 	<p>Cozi is a FREE online family organizer that helps you manage the family calendar, organize your shopping list and to do lists, share favorite memories in a family journal, and enjoy family photos—all in one spot.</p> <p>With Cozi's mobile access, your information is not only available from any computer with an Internet connection, but also from any mobile phone.</p>
<div style="text-align: center;"> <p><b>Rescue Time</b></p> <p><a href="http://www.rescuetime.com">www.rescuetime.com</a></p> </div> 	<p>RescueTime is a web-based time management and analytics tool for knowledge workers who want to be more productive. The RescueTime Dashboard is your starting point, giving a bird's eye view of how you spend your time.</p>
<div style="text-align: center;"> <p><b>E.ggTimer</b></p> <p><a href="http://e.ggtimer.com/">http://e.ggtimer.com/</a></p> </div> 	<p>E.ggTimer is a web-based countdown timer.</p> <p>Tell E.ggTimer how much time you need counted down by entering the time into the URL. The timer counts down to the time you determined and pops up when your time has run out.</p>

TIME SHEET/HOURLY BILLING	
RESOURCE	WHAT IT DOES
<p style="text-align: center; margin: 0;"><b>Time Stamp</b></p> <p style="margin: 0;"><a href="http://www.syntap.com/products_timestamp.htm">http://www.syntap.com/products_timestamp.htm</a></p> 	<p>Time Stamp is an open-source donationware program that you can use to easily track time spent on a project. It enables you to time how long you spend on a task, including features that let you take "slack time" for a phone call or break.</p> <p>Times for various tasks can be linked to an hourly charge rate for accurate billing.</p>
<p style="text-align: center; margin: 0;"><b>TraxTime</b></p> <p style="margin: 0;"><a href="http://www.spudcity.com/">http://www.spudcity.com/</a></p>	<p><b>TraxTime</b> combines a simple interface to track your time on an unlimited number of projects:</p> <ul style="list-style-type: none"> <li>Effortless punch clock-style operation. Just select a project and punch in.</li> <li>Detailed text memos can be associated with all time entries.</li> <li>Unlimited number of projects.</li> <li>All in/out times and memos can be edited easily at any time.</li> <li>Idle time detection. Reminds you to punch in and track your time.</li> <li>Network compatible.</li> <li>Generate custom reports. You can print, save to disk, or view them on screen.</li> <li>Lots of options (billing codes, military time, round up minutes, etc.).</li> <li>Compatible with Windows 7, Vista, XP, ME, 2000 and 98</li> </ul>

URL SHRINKING	
RESOURCE	WHAT IT DOES
 <p style="text-align: center; margin-top: 10px;"><a href="http://budurl.com/">http://budurl.com/</a></p> 	<p>BudURL is easy to use! Just paste in a large, unruly web address in the box above and click the "Shrink It!" button. You'll get a unique BudURL™ that you can use anywhere you'd like such as social networks, instant messages, emails, ad campaigns, electronic newsletters, etc.</p> <p>BudURL was designed from the start to give small businesses and marketers insight into previously invisible click traffic. BudURL makes link tracking amazingly simple. Shorten the link, put it somewhere, and watch the clicks roll in.</p>
<p style="text-align: center; margin-top: 10px;">TinyURL!</p> <p style="text-align: center;"><a href="http://tinyurl.com/">http://tinyurl.com/</a></p> 	<p>TinyURL is a URL shortening service, a web service that provides short aliases for redirection of long URLs. Enter a long URL in the text field, and they create a tiny URL that will not break in email postings and never expires.</p>

VIDEO SHARING & SCREEN CAPTURE	
RESOURCE	WHAT IT DOES
 <p>Camtasia Studio®  <a href="http://www.techsmith.com/camtasia.asp">http://www.techsmith.com/camtasia.asp</a></p>	<p>Camtasia Studio is screen recorder and editor.            Use Camtasia Studio to create videos that train, teach, sell, and more! It's the easiest way to demonstrate a process, product, or idea.</p>
 <p>Jing®  <a href="http://www.jingproject.com/">http://www.jingproject.com/</a></p> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; background-color: #0070C0; color: white; font-weight: bold;">VOTE</div> <div style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; background-color: #0070C0; color: white; font-weight: bold;">TRYOUT</div> </div>	<p><b>Record what you see (and do).</b></p> <p>Select a window or region and Jing will record up to five minutes of video of everything that appears in that area. Point to things with your mouse, scroll, flip through photos, click around in a website or application...Jing captures it all.</p>
 <p>Screencast.com®  <a href="http://www.techsmith.com/screencast.as">http://www.techsmith.com/screencast.as</a></p> <p style="text-align: center;">P</p> <div style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; background-color: #0070C0; color: white; font-weight: bold; display: inline-block;">TRYOUT</div>	<p>Screencast.com is the place to share your high-quality videos, documents, presentations, and images—simply and professionally. We never compress or alter your content...so what you upload is what viewers see. And with four levels of privacy controls, you get to decide who sees what.</p>
 <p><b>vimeo</b>  <a href="http://www.vimeo.com/">http://www.vimeo.com/</a></p> <div style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; background-color: #0070C0; color: white; font-weight: bold; display: inline-block;">TRYOUT</div>	<p>Vimeo makes it easy for you to upload and share any kind of video you create. We accept tons of different file formats and even offer a Desktop Uploader. Basic (free) accounts allow for 500 MB of storage every week, and we provide easy tools to customize your videos to fit seamlessly into any website or blog. They even support High Definition.</p>

# Visions Toolkit

## BONUS RESOURCES

There are many ways to continue your journey to becoming better organized. These resources can help achieve your visions of organization.

### Swiftfile®



Eliminate the clutter on your desk with the SwiftFile Desktop filing system. The SwiftFile contains 31 custom-designed folders for each day of the month and 12 taller folders for each month of the year. Each Daily folder is always visible – never hidden behind another folder. The Monthly folders are taller than the daily folders and these too are always clearly in view. By using SwiftFile for five minutes or less per day, you'll be able to organize every piece of paper that has kept you away from the things you really value.

Learn more at <http://tinyurl.com/swiftfile>



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### The To Do Book



The "To Do" Book is the indispensable organizing tool that puts all the facts, figures and lists you need right at your fingertips. More than just a memo book. The "To Do" Book holds business cards, fabric swatches and uses 3 3/4" x 6 3/4" standard paper for notes, lists, addresses and more.

Learn more at <http://tinyurl.com/vpstodo>





I'm Nicole Chamblin, a productivity consultant, the Chief Visionary and owner of *Visions Productivity Solutions*.

My passion is helping you learn how to connect communicate and collaborate more effectively so you can accomplish your goals. I love teaching ways to more effectively manage the 3 Ts™- your time, team, and tasks.

If you're a small business owner or a department head of an established business that has never taken the time to put in place processes to improve productivity, efficiency, communication and collaboration-- I can help.

Learn how to run things more efficiently. You'll learn to leverage and take advantage of productivity solutions, resources, tools and systems to help you connect communicate and collaborate for greater success.

#### How I Work:

The process begins with an assessment of you and your team's productivity level, workflow and communication styles.

Then I provide you with a proposal that outlines the systems, tools and resources that we will implement together to achieve results and your vision of productivity.

I work virtually or on site as needed.

#### Who I Serve:

From entrepreneurs, small business owners and departments of larger companies, my clients represent a variety of industries-- including the medical billing, pharmaceutical, insurance, accounting and architectural fields to name a few.

Attendees of my seminars and workshops have also come from a variety of industries but they all have one common goal--they want to learn how to more productively connect, communicate and collaborate with their teams and clients.

#### Certifications, Affiliations and Education

- Certified Productive Environment Specialist, personally trained by Barbara Hemphill and the Productive Environment Institute.
- Certified Professional Organizer (CPO®)
- Bachelor's in Psychology



- Masters in Communications
- Golden Circle member of the National Association of Professional Organizers (NAPO)
- past VP of the New York Chapter of NAPO

The following services are available virtually or on-site:

- Personal Time Management Training
- Individual/Group Productivity Consulting and Accountability Partnership
- Productive Personality Analysis & Consulting
- Project Collaboration & Document Management

I'm glad we connected and promise to communicate with you respectfully.

I look forward to being your Accountability Partner and collaborating with you to help you reach your vision of productivity.

Request your productivity assessment: 516-780-6929 ♦ [nicole@VisionsPS.com](mailto:nicole@VisionsPS.com)

Let's Connect:  [facebook.com/VisionsPS](https://facebook.com/VisionsPS)  [twitter.com/VisionsPS](https://twitter.com/VisionsPS)   
[linkedin.com/in/VisionsPS](https://linkedin.com/in/VisionsPS)