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PAPER

YOUR PAPERLESS JOURNEY FOR PRODUCTIVITY + PROFITABILITY



BONJOUR TECHNOLOGY

# Bonjour Technology

Your Paperless Journey For Productivity + Profitability



Welcome! I am SO excited you are here!

Over the past few years, many have shown up, shared their hopes, their dreams and their fears in starting, owning and managing their own business and time.

Thank you for being here. I'm so humbled to be part of your journey to becoming paperless, productive and profitable. From one friend to another, it is my hope that you take away much more than just a "how to" of sorts.

Today you'll learn many things. From setting up your personal devices, maneuvering through your system specific preferences to downloading the BEST applications around. Here's a promise, you'll feel a bit overwhelmed at first. You'll think: "what have I gotten myself into, how is this going to help me and why is Angela Proffitt so excited about these apps?"

I get it. Change is different, but not impossible. You're talented, brilliant, creative and wherever you are in your journey, I am incredibly glad that you invited me to be part of it. Let's Get Tech Savvy and rock the productivity world!

ANGELA



# What You'll Learn

For All Personalities



## Intro: Ice Breaker ◇ Communication ◇ Process

Organize Productivity

How to use iCal on your Macbook

Online Folders

How to use Dropbox for your Business

Back it Up

Using Technology for your Benefit

Protecting your Passwords

How to Manage your Passwords

Photos

How to use Photostream and iCloud for Pictures

Computer Set up

How To Setup & Use Your MacBook

Notes, Reminders, Contacts

How to use Notes, Contacts, Reminders on your Macbook

Email Jail

Using Macmail & Conquering those Emails

Internet Browsers

How To Use Google Chrome

Best APPS

Best APPS for Apple Users

System Preferences

How To Get Your Computer to work for you

Social Media

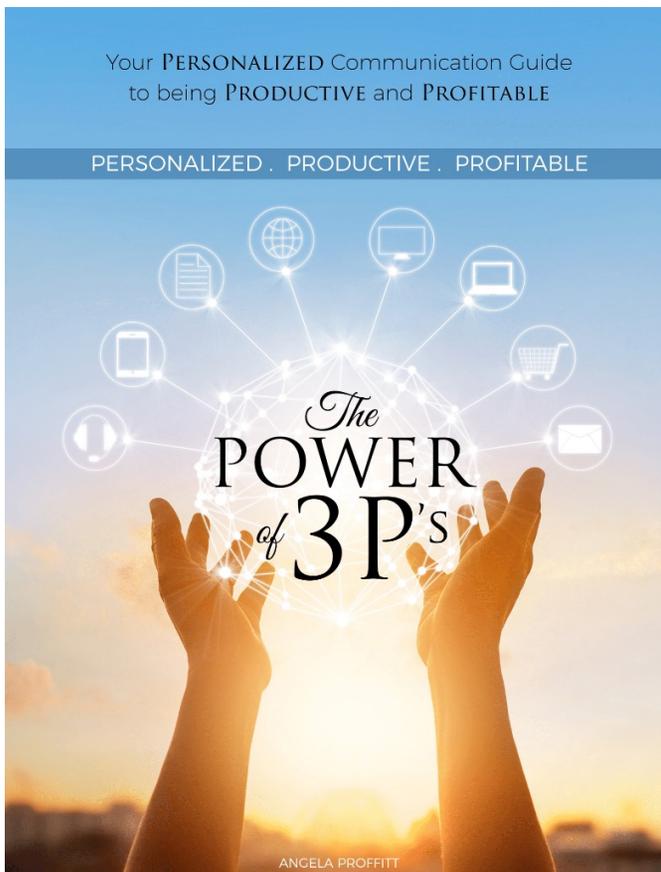
How to use Social Media for your Business

How to Grow & Plan for your Business



# Communication

For All Personalities



Have you ever played the game telephone? Do you ever remember a time when the final person had to repeat what was said-and it actually being right? Spoiler alert, I always went first, for a reason.

If you take that same theory, apply it to how we interact with others, can you imagine the noise you would have to sift through in order to get through a day?

The Power of 3P's is a personalized roadmap to productive communication- and my lifeline. It is a reframe of perception that encourages the value of your personal strengths and how they can best be leveraged with others. When there's synergy, there's profitability, and my dear friend, that is the ultimate goal.



# Process

## How To Define a Process



How To:

- Identify your Audience
- Set Professional & Personal Goals (Feasible)
- Utilize Google Drive & Dropbox
- Communicate with Vendors & Venues
- Software: Automation vs. Outsourcing
- Templates: Google Drive & Dropbox



# Organizing Productivity

How To Use iCal On Your Macbook



# Online Folders

How To Use Dropbox for Business



# Protecting your Passwords

## How To Manage Your Passwords



# Back it Up

How To Use Technology For Your Benefit



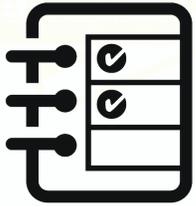
# Photos

How To Use Photostream & iCloud for Pictures



# Computer Setup

How To Setup & Use Your MacBook



# Notes, Reminders, Contacts

How To Use Notes, Contacts, Reminders on your MacBook



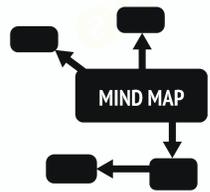
# Email Jail

How To Use MacMail on your MacBook



# Internet Browsers

## How To Use Google Chrome



# Best APPS

How To Use the best APPS for Apple users



# System Preferences

How To Set up Your System Preferences



# Social Media

How To Use Social Media for Business



# Membership

How To Grow & Plan for your Business



# Bon Voyage

Paperless + Productive = Profitable with Angela Proffitt



AngelaProffitt.com

Event & Productivity Consultant

As an Entrepreneur, Events Expert, Productivity Therapist, Motivational Speaker and a Savvy Designer, I wear many hats. I have many passions in distinct industries that contribute to the creation of beautiful experiences and successful endeavors.

I'm ready to exceed your expectations and help bring your visions to life. I want to share with you what I have learned over the years in my entrepreneurship journey.

I am dedicated to showing you how to fast track your business and life so that you can achieve your dreams in the most productive manner. I bring over 15 years of learning, teaching, and thriving in the wedding and event industry to the table and showcase the products of my experience throughout books, online classes, live events, one-on-one coaching, and more.

By maximizing efficiency, I lead a team of growing industry experts who will support me in a plan perfectly crafted for you.

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