

# Professional Self- Management in a Chaotic Environment

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Presented by Shawn Molloy

System Director

TRIMEDX at UChicago Medical Center



## Itinerary

- Being Part of the Pride
- Time Defined
- The Jar
- Perception of Time
  - Why it matters?
- Too much to do
  - Prioritize
  - Manage your Calendar
- Master your Tools and Technology





*“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”*  
– Paul J. Meyer

BEING PART OF THE PRIDE



# Lion Mentality

- Tenacity
- Fearless Courage
- Certainty
- Freedom
- Protective
- Competence



EXCEL



MANAGE



“Time management” is really a misnomer - the challenge is not to manage time, but manage ourselves. The key is not to prioritize what’s on your schedule, but to schedule your priorities.  
Stephen Covey

## Time Defined

- The measured or measurable period during which an action, process, or condition exists or continues : DURATION OR PERIOD.
- A nonspatial continuum that is measured in terms of events which succeed one another from past through present to future.

# Stones, Rocks, Sand in a jar

The jar represents our day.

Stones are important but rare events that take 3 hours or more.

Rocks are specific items that occur often and take around an hour to 30 minutes.

Sand are small task that occur frequently and take less than 30 mins.





## Stone Event

- Large unmovable Objects in Time
- The choice here is yes or no
- Look for a less time-consuming option





## Some One Else's Rocks

- Do you bring value
- Delegate
- Respect the owner (you are a participant)
- Know context and be prepared
- Stay on topic
- Don't interrupt



## Own Your Rocks

- Set Proper Time
- Create and send Itinerary
- Now what results you need and record future actions requested
- Don't start until all are present
- Set proper time Interval 15 mins?
- 15 and 45 give a break to next meeting.
- Only choose necessary attendants
- Maintain command and control
- Use a parking lot



## Own Your Rocks

- Cancel meeting if priorities change
- Verify Technology and room before
- Stay on track (Have a plan)
- Keep Roundtable to the meeting on hand, sidetracks go to parking lot.
- Recap your results and actions requested with deadlines.
- The meeting is over when it over.... Try to end on time or early... Never late.



## Sand

- group these into blocks of time that occur periodically
- allow them to be tentative so they can surround your meetings as secondary task
- utilize Hacks, short cuts, Continues improvement, and technology

# Stones, Rocks, Sand in a jar

Mixing in the stones, rocks,  
and sand allows for everything  
to fit.

Be specific with the placement  
of your stones.

Surround your rocks with sand.

Sand clusters together





Water- Time Perception

# Perception of Time

## Condition of the Time Experiencer

- Age- Memory of time
- Health

## Time-related Behaviors and Judgment

- Emotion
- Awareness
- Attention

## Contents of a Time Period

- Volume
- Fulfilment
- Density

## Activities During a Time Period

- Complexity
- Enjoyment
- Novelty

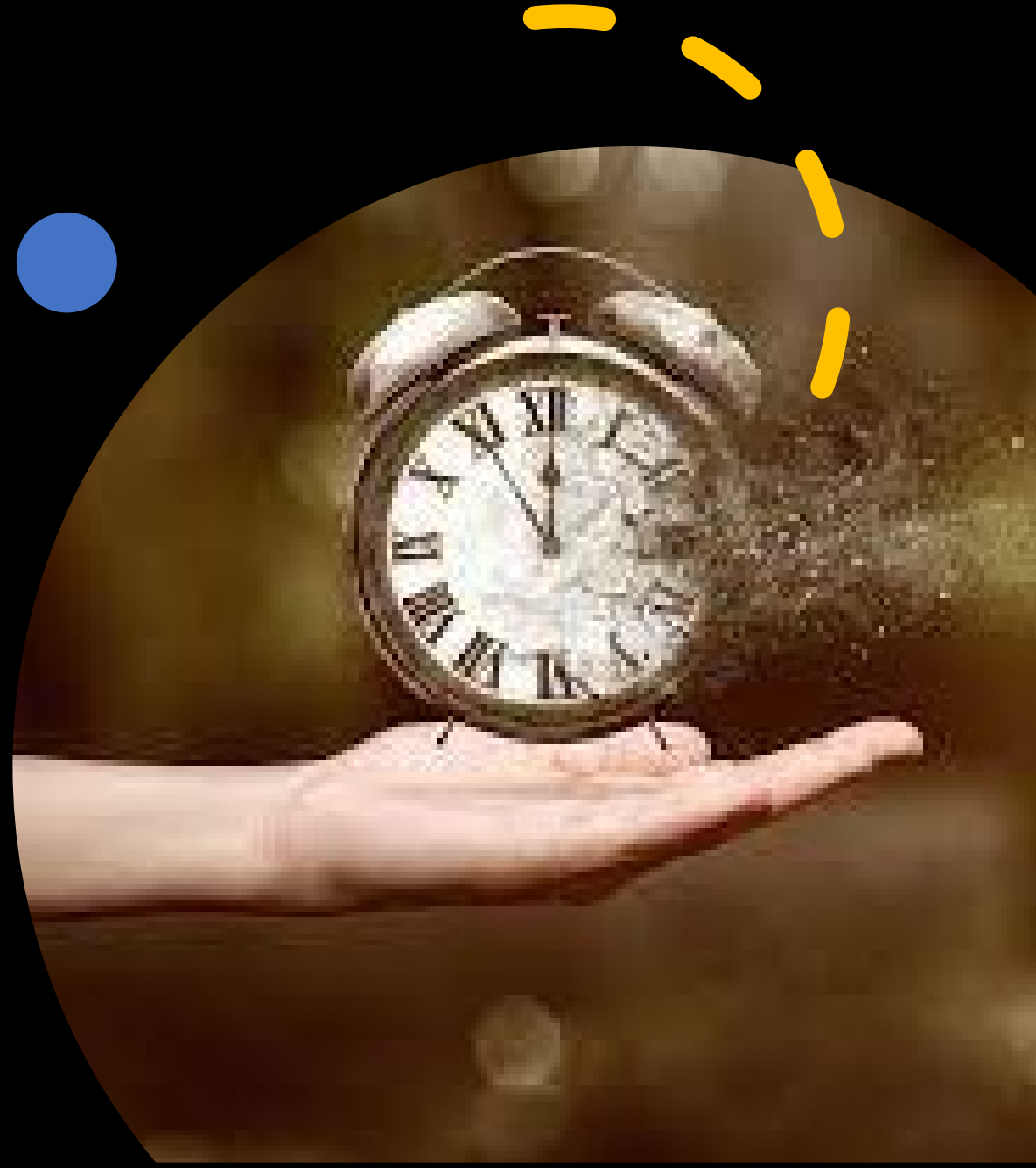


... polygon  
... and the  
... equally  
... distance  
... the center of the circle.  
... polygon  $PQRST$  is regular. (Why?)  
... choosing two consecutive points of tangency,  
...  $U$  and  $V$ ,  
... and  $V$  each equally distant from  $U$  and  $W$ .  
... and  $V$  are collinear. (Why?)  
... the other pairs of vertices are collinear.

... find a point such  
... from it to two  
... are equal.

# Why it Matters

- Slowing down the perception of time does not allow you to accomplish more.
- Being aware of your perception of time will allow you to bring more value to your day and understand your feeling of accomplishment.
- Being aware of perception CAN help you enrich your time at work.
- Being aware of perception CAN help you enrich your free time.





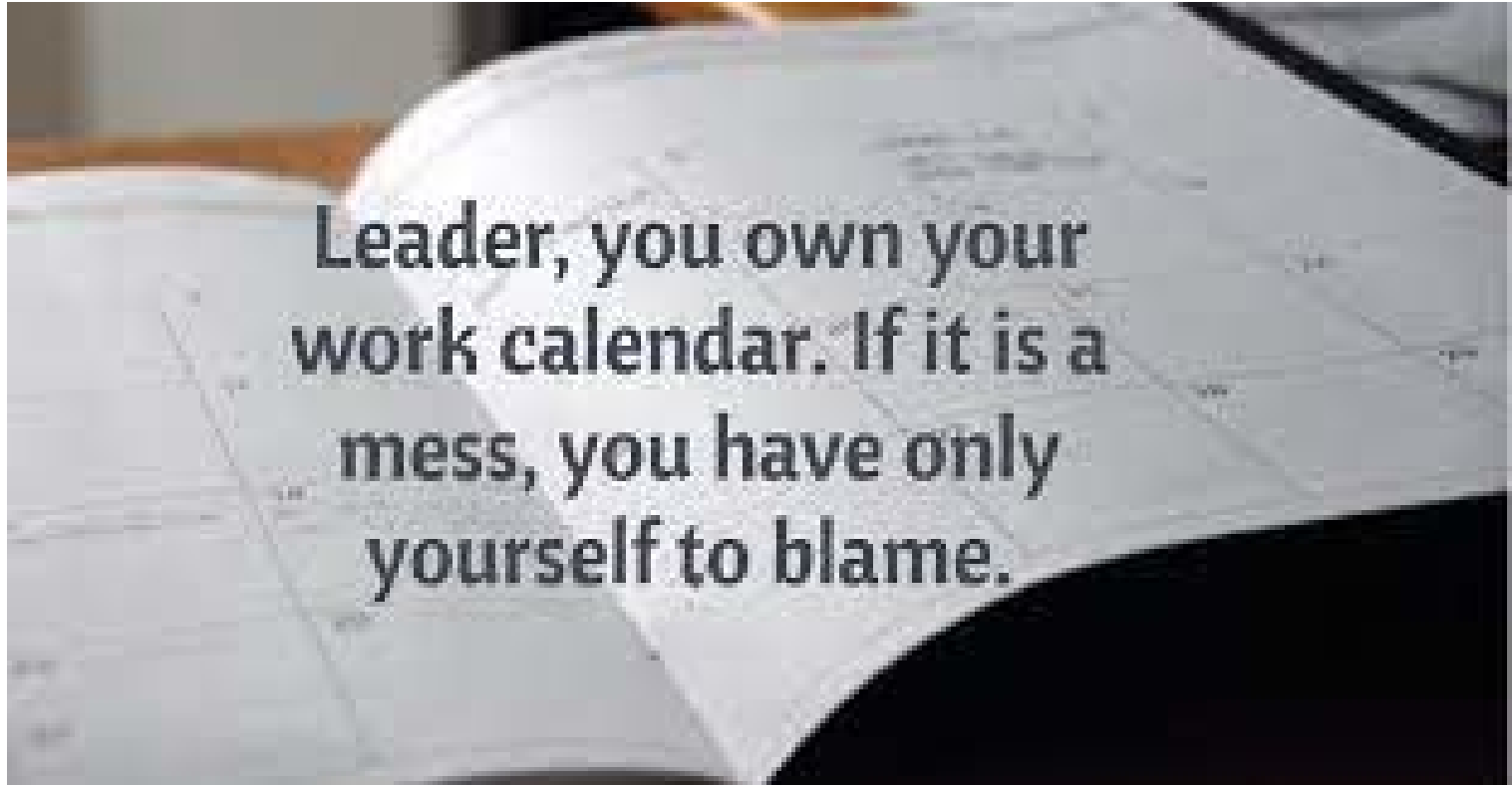


Too much to do

Productivity isn't about being a workhorse. Keeping busy or burning the midnight oil... It's more about priorities, planning, and fiercely protecting your time.

GARY KELLER

Calendar  
Tips

A stack of papers, possibly a calendar or a planner, is shown in a close-up, slightly blurred view. The papers are white with some faint lines and text visible. A quote is overlaid on the papers in a bold, black, sans-serif font.

**Leader, you own your  
work calendar. If it is a  
mess, you have only  
yourself to blame.**

SET YOUR Outlook to default to Calendar when it opens

The screenshot shows the Outlook Options dialog box. The title bar is labeled "Outlook Options" and is circled in red. The left sidebar contains a list of categories: General, Mail, Calendar, Groups, People, Tasks, Search, Language, Ease of Access, Advanced, Customize Ribbon, and Quick Access Toolbar. The "Advanced" category is selected and circled in red. The main pane displays settings for "Options for working with Outlook." Under the "Outlook start and exit" section, the "Start Outlook in this folder:" dropdown menu is set to "Calendar" and is circled in red. Other visible options include "Navigation...", "Reading Pane...", "Browse...", "Empty Deleted Items folders when exiting Outlook", and "AutoArchive Settings...".

# Set up Multiple Time Zones

## Right Click on Time Block and Select Change Time Zones

Today < > September 27, 2022

Calendar x → Trimedx - Shawn.Molloy@trimedx.com x

Tuesday

27

Califo: Indian Chicag

6 AM	9 AM	8 AM	Executive Daily Readiness; https://ucmedicinegroup.zoom.us/j/98780119723?pwd=dHg1WGN3d1dERjVrcGRFUzJjRHdBQT09; Pacholek, Gret
7 AM	10 AM	9 AM	FW: Ambulatory Readiness Huddle ; https://uchicagomedicine.zoom.us/j/92078889554?pwd=ckxqS2VVenB0aWw5c09MUDA5Si94dz09; SV
8 AM	11 AM	10 AM	Executive Daily Readiness Via Zoom Curell, Krista [UCM]
9 AM	12 PM	11 AM	UChicago Centurion Monthly Touch Base; Microsoft Teams Meeting; Arguinzoni, Tommy X.
10 AM	1 PM	12 PM	
11 AM	2 PM	1 PM	Jesus 1:1 Microsoft Teams Meeting Molloy, Shawn E.
12 PM	3 PM	2 PM	Mitchell Philips PO Reconciliation - Mtg Placeholder; https://uchicagomedicine.zoom.us/j/93089749599?pwd=L21hS3pjZDdDNXUyY1VMUzE
1 PM	4 PM	3 PM	
2 PM	5 PM	4 PM	Ingall Weekday update Review and send; Molloy, Shawn E.
3 PM	6 PM	5 PM	
4 PM	7 PM	6 PM	
5 PM	8 PM	7 PM	
6 PM	9 PM	8 PM	

Outlook Options

Change the permissions for viewing free/busy information: Free busy options Other free/busy...

Enable an alternate calendar

English Gregorian

When sending meeting requests outside of your organization, use the iCalendar format

Show bell icon on the calendar for appointments and meetings with reminders

Display options

Default calendar color: [Color Picker]

Use this color on all calendars

Show week numbers in the month view and in the Date Navigator

When in Schedule View, show free appointments

Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to: 5

Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to: 1

Time zones

Label: Chicago

Time zone: (UTC-06:00) Central Time (US & Canada)

Show a second time zone

Label: Indiana

Time zone: (UTC-05:00) Indiana (East)

Show a third time zone

Label: California

Time zone: (UTC-08:00) Pacific Time (US & Canada)

Swap Time Zones

OK Cancel

1 2 3 4

Search

File Home Send / Receive Folder View Help Appointment Series

Open Delete Forward Invite Attendees

Show As: Tentative

Reminder: 15 minutes

Recurrence

Private High Importance Low Importance

Actions Attendees Options Tags

Today < > **October 11 - 15, 2021** Oswego, Illinois Today 81° F / 67° F Tomorrow 81° F / 66° F Monday 77° F / 54° F Work Week

Color Code  
you Calendar  
for a quick  
Glance at  
Stone, Rocks,  
and Sand.

	Tuesday	Wednesday	Thursday	Friday
	12	13	14	15
	@ Rush in Morning @ Hyde Park 2nd Half	@ Ingalls then @ Rush. Early Start Early Out.	@ Hyde Park	@ Ingalls
	Review Emails, PO Request +7	Review Emails, PO Request +7	Introduction to EOX Review Emails +6	Review Emails, PO Request +6
	Shawns Vaccine at Rush	Database Health Review		Teams Work Order Management Review
	Weekly 1:1 with Tommy; Microsoft Team			Weekly 1:1 with Tommy; Microsoft Team
	Reflection and Thought Time	Reflection and Thought Time	Reflection and Thought Time	Reflection and Thought Time
	Review Emails, PO Request	Trimedx/RUMC me Microsoft Teams Meeting Ostrov, Mikhail	Review Emails, PO Request	Review Emails, PO Request
	Operations Time	Ingalls - Focused Appointment	Operations Time	Operations Time
	Workday Financial Review- Weekly	FW: Mitchell Revitalization Project - IT Work https://uchicagomedicine.zoom.us/j/9957572 Pennell, Michael [UCM]		
	Operations Time			
	Review Emails, PO Request +2	Review Emails, PO Request +2	Leslie evening Review Emails +2	Review Emails, PO Request +2

File Home Send / Receive Folder View Help **Appointment Series**

Open Delete Forward Invite Attendees Show As: Tentative Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance

Today < > **October 11 - 15, 2021**

Monday	Tuesday
11 @ Rush Columbus Day; United States Columbus Day; United States	12 @ Rush in Morning @ Hyde Park
11 AM <b>Review Emails, PO Request</b> +7 <b>Teams Work Order Management Review</b>	<b>Review Emails, PO Request</b> <b>Shawns Vaccine at Rush</b>
12 PM <b>Lunch With Hannal</b> Meet in CE Shop Molloy, Shawn E. <b>Reflection and Thought Time</b>	<b>Weekly 1:1 with Tommy; Micro</b> <b>Reflection and Thought Time</b>
1 PM <b>Midwest Team Meeting</b> Microsoft Teams Meeting Burns, Jeff E. <b>Review Emails, PO Request</b>	<b>Review Emails, PO Request</b> <b>Operations Time</b>
2 PM <b>Workday Financial Review- Weekly</b> <b>Operations Time</b>	<b>Operations Time</b>
3 PM <b>Operations Time</b>	
4 PM <b>Review Emails, PO Request</b> +2	<b>Review Emails, PO Request</b>

Clear All Categories

- 1. Action urgent
- 2. Action
- 3. Action- Awaiting Input
- 4. Scheduled
- Database Time
- Me time
- Meeting
- Need to do
- Reminder
- Client Development
- Information Only
- Operations
- Peer Development
- Reports Due
- Routine Review of Tools
- All Categories...

Set Quick Click...

Oswego, Illinois Today 81°F/67°F Tomorrow 81°F/66°F Monday 77°F/54°F Work Week

Thursday Friday

### Color Categories

To assign Color Categories to the currently selected items, use the checkboxes next to each category. To edit a category, select the category name and use the commands to the right.

Name	Shortcut key
<input type="checkbox"/> 1. Action urgent	
<input type="checkbox"/> 2. Action	
<input type="checkbox"/> 3. Action- Awaiting Input	
<input type="checkbox"/> 4. Scheduled	
<input type="checkbox"/> Client Development	
<input type="checkbox"/> Database Time	
<input type="checkbox"/> Information Only	
<input type="checkbox"/> Me time	
<input type="checkbox"/> Meeting	
<input checked="" type="checkbox"/> Need to do	
<input checked="" type="checkbox"/> Operations	
<input type="checkbox"/> Peer Development	
<input type="checkbox"/> Project Time	

New... Rename Delete

Color:

Shortcut Key: (None)

Appointment Series Search

Home Send / Receive Folder View Help

Actions: Delete Forward Invite Attendees

Options: Show As: Tentative Reminder: 15 minutes Recurrence

Tags: Private High Importance Low Importance Categorize

Today < > **October 11 - 15, 2021** Oswego, Illinois Today 81°F/67°F Tomorrow 81°F/66°F Monday 77°F/54°F Work Week

	Monday	Tuesday	Wednesday	Thursday	Friday
	11	12	13	14	15
	@ Rush Columbus Day; United States	@ Rush in Mor...	@ Ingalls then @ Rush. Early Start Early Out.	@ Hyde Park	@ Ingalls
	Review Emails, PO Request +7	Review Emails	Review Emails, PO Request +7	Introduction to EOC Review Emails +6	Review Emails, PO Request +6
11 AM	Teams Work Order Management Review	Shawns Vacci	Database Health Review		Teams Work Order Management Review
	Lunch With Hannal Meet in CE Shop Molloy, Shawn E.	Weekly 1:1 wi		Reflection and Thought Time FW: UCM Month	Weekly 1:1 with Tommy; Microsoft Team
12 PM	Reflection and Thought Time	Reflection and	Reflection and Thought Time	Reflection and Thought Time	Reflection and Thought Time
	Midwest Team Mee Microsoft Teams Mee Burns, Jeff E.	Review Emails	Review Emails, P	Review Emails, PO Request	Review Emails, PO Request
1 PM	Review Emails, P	Review Emails	Operations Time	Operations Time	Operations Time
2 PM	Workday Financial Review- Weekly	Operations Time	Operations Time	Operations Time	Operations Time
	Operations Time	Operations Time	Operations Time	Operations Time	Operations Time
3 PM			FW: Mitchell Revitalization Project - IT W <a href="https://uchicagomedicine.zoom.us/j/9957572">https://uchicagomedicine.zoom.us/j/9957572</a> Pennell, Michael [UCM]		
4 PM	Review Emails, PO Request +2	Review Emails, PO Request +2	Review Emails, PO Request +2	Leslie evening Review Emails +2	Review Emails, PO Request +2

- Open
- Quick Print
- Invite Attendees
- Forward
- Private
- Show As: Free, Working Elsewhere, **Tentative**, Busy, Out of Office
- Categorize
- Delete

## Quick Tips

- Copy and paste alike Appointments
- If its not scheduled its not a priority
- Set a week in advance, review two weeks in advance.
- Review the night before.

The screenshot shows the Outlook calendar interface with a weekly view. The ribbon at the top includes the 'Appointment Series' group, which contains options like 'Recurrence', 'Private', 'High Importance', and 'Low Importance'. The calendar grid shows appointments for Tuesday, Wednesday, Thursday, and Friday. The appointments are color-coded and include details such as 'Review Emails, PO Request', 'Shawns Vaccine at Rush', 'Weekly 1:1 with Tommy; Microsoft Team', 'Reflection and Thought Time', 'Midwest Team Meeting', 'Workday Financial Review- Weekly', 'Operations Time', and 'FW: Mitchell Revitalization Project - IT Work'. The status bar at the bottom indicates 'Items: 90' and 'This folder was last updated at 6:26 PM. Connected to: Microsoft Exchange'.

Day	Appointment	Time	Priority/Status
Tuesday	Review Emails, PO Request	10:00 AM - 11:00 AM	+7
Tuesday	Shawns Vaccine at Rush	11:00 AM - 12:00 PM	High
Tuesday	Weekly 1:1 with Tommy; Microsoft Team	12:00 PM - 1:00 PM	High
Tuesday	Reflection and Thought Time	1:00 PM - 2:00 PM	Low
Tuesday	Midwest Team Meeting	1:00 PM - 2:00 PM	High
Tuesday	Workday Financial Review- Weekly	2:00 PM - 3:00 PM	Low
Tuesday	Operations Time	3:00 PM - 4:00 PM	Low
Tuesday	Review Emails, PO Request	4:00 PM - 5:00 PM	+2
Wednesday	Review Emails, PO Request	10:00 AM - 11:00 AM	+7
Wednesday	Database Health Review	11:00 AM - 12:00 PM	Low
Wednesday	Reflection and Thought Time	1:00 PM - 2:00 PM	Low
Wednesday	Trimedx/RUMC meeting	1:00 PM - 2:00 PM	High
Wednesday	Operations Time	2:00 PM - 3:00 PM	Low
Wednesday	Ingalls - Focused Appointment	3:00 PM - 4:00 PM	Low
Wednesday	FW: Mitchell Revitalization Project - IT Work	4:00 PM - 5:00 PM	High
Wednesday	Review Emails, PO Request	4:00 PM - 5:00 PM	+2
Thursday	Introduction to EOC	10:00 AM - 11:00 AM	High
Thursday	Review Emails	11:00 AM - 12:00 PM	+6
Thursday	Reflection and Thought Time	1:00 PM - 2:00 PM	Low
Thursday	FW: UCM Month	2:00 PM - 3:00 PM	High
Thursday	Review Emails, PO Request	3:00 PM - 4:00 PM	Low
Thursday	Operations Time	3:00 PM - 4:00 PM	Low
Thursday	Leslie evening appointment	4:00 PM - 5:00 PM	Low
Thursday	Review Emails	4:00 PM - 5:00 PM	+2
Friday	Review Emails, PO Request	10:00 AM - 11:00 AM	+6
Friday	Teams Work Order Management Review	11:00 AM - 12:00 PM	Low
Friday	Weekly 1:1 with Tommy; Microsoft Team	12:00 PM - 1:00 PM	High
Friday	Reflection and Thought Time	1:00 PM - 2:00 PM	Low
Friday	Review Emails, PO Request	3:00 PM - 4:00 PM	Low
Friday	Operations Time	3:00 PM - 4:00 PM	Low
Friday	Review Emails, PO Request	4:00 PM - 5:00 PM	+2





Someone's sitting in the shade  
today because someone planted a  
tree a long time ago.

WARREN BUFFETT

Make Investments In Time, do not  
make deductions





Master Your Tools and Technology



Email

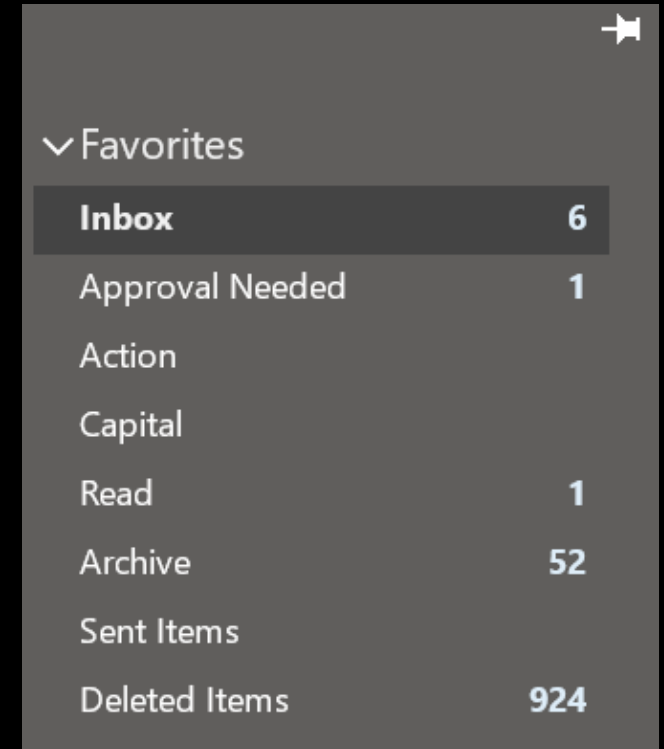
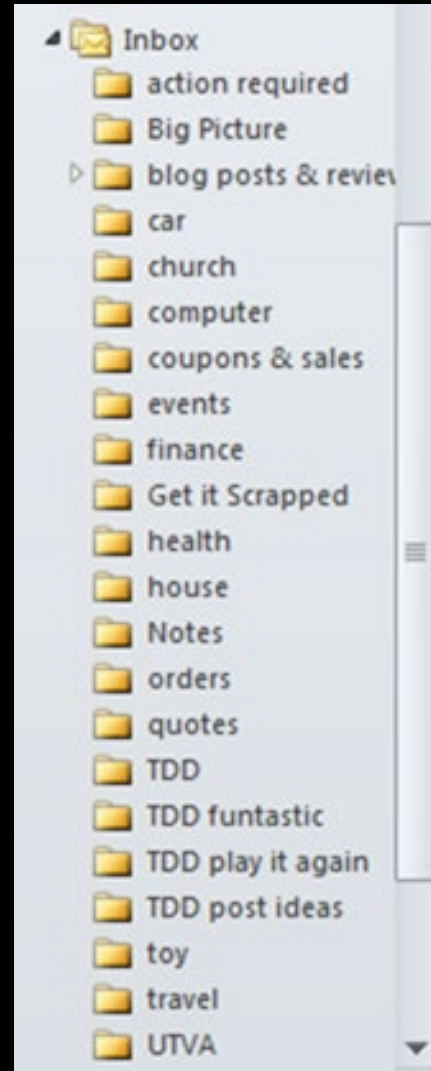


## Email Tips

- Emails do not require an immediate response
- Check during set periods of time
- Utilize Technology

# Minimalize your folders

Less is more



A screenshot of an email client's Favorites pane. The pane is titled 'Favorites' and contains a list of folders with their respective item counts. The 'Inbox' folder is highlighted. The list includes: Inbox (6), Approval Needed (1), Action, Capital, Read (1), Archive (52), Sent Items, and Deleted Items (924). A pin icon is visible in the top right corner of the pane.

Folder	Count
<b>Inbox</b>	<b>6</b>
Approval Needed	1
Action	
Capital	
Read	1
Archive	52
Sent Items	
Deleted Items	924

Rules and Alerts

Email Rules Manage Alerts

New Rule... Change Rule... Copy... Delete | Run Rules Now... Options

Rule (applied in the order shown)	Actions
<input checked="" type="checkbox"/> Cortana (1)	[Action]
<input checked="" type="checkbox"/> SmartSource	[Action]
<input checked="" type="checkbox"/> Cortana	[Action]
<input checked="" type="checkbox"/> TriMedx on Yammer	[Action]
<input checked="" type="checkbox"/> AAMI	[Action]
<input checked="" type="checkbox"/> Jessica M3 Global Research	[Action]
<input checked="" type="checkbox"/> <b>CSRWO (6)</b>	[Action]
<input checked="" type="checkbox"/> CSRWO (5)	[Action]

Rule description (click an underlined value to edit):

Apply this rule after the message arrives from CSRWO and with Bulk Equipment Update Request in the subject move it to the Approval Needed folder and stop processing more rules

Enable rules on all messages downloaded from RSS Feeds

Favorites

<b>Inbox</b>	<b>6</b>
Approval Needed	1
Action	
Capital	
Read	1
Archive	52
Sent Items	
Deleted Items	924

Use rules for more than filtering out junk.

-Move to action folder ,mark as Unread ,and send notifications

File Home Send / Receive Folder View Developer Help Immersive Reader

New Email Items Zoom Reply Reply All Forward Share to Teams Archive Read Schedule Move Rules Tags New Group Browse Groups Search People Address Book Filter Email Send to OneNote Insights Recognize Report this email

MD Expo || Las Vegas || PRESENTATION DEADLINE - Event

File Event Scheduling Assistant Insert Draw Format Text Review Help Immersive Reader Tell me what you want to do

Delete Forward Schedule a Meeting Teams Meeting Invite Attendees Show As: Free High Importance Low Importance Dictate Immersive Reader Meeting Notes Insights View Templates

Information Only

Title MD Expo || Las Vegas || PRESENTATION DEADLINE

Start time Tue 10/26/2021 12:00 AM All day Time zones

End time Tue 10/26/2021 12:00 AM Make Recurring

Location

From: Kristin Leavoy <kristin@mdpublishing.com>  
 Sent: Thursday, September 16, 2021 7:32 AM  
 Subject: MD Expo || Las Vegas || PRESENTATION DEADLINE

Attachments: Vegas-horizontal-Dates-21.jpg; Vegas-vertical-Dates-21.jpg

Dear MD Expo Speakers,

Thank you once again for agreeing to present at this year's conference. We are excited to come together and connect with colleagues.

MD Expo || Las Vegas || PRESENTATION DEADLINE

by <kristin@mdpublishing.com>

9/16/2021

or agreeing to present at this year's conference. We  
 ether and connect with colleagues.

ew reminders since the conference is approaching:

ons - please plan to email a copy of your presentation  
 26.

PowerPoint slides have a 16:9 ratio. If you send your  
 presentation by the deadline, we will have it preloaded on the laptop at  
 the start of your presentation. Otherwise, you will need to bring your final

Dragging emails to the icons for Schedules, To do list, and contacts.

File **Message** Insert Draw Options Format Text Review Help Tell me what you want to do

Cut Copy Paste Format Painter Clipboard

B I U Basic Text

Address Book Check Names Names

Attach File Link Include

Signature

Assign Policy High Importance Low Importance

Follow Up

Dictate Voice

Sensitivity

Immersive Reader Immersive

Insights Add-in

View Templates My Templates

Send

From shawn.molloy@trimedx.com

To

Cc

Bcc

Subject

Use Signatures as templates for repeat emails.



Shawn Molloy  
 Area Director of Clinical Engineering  
 C 331-454-6469  
[W trimedx.com](http://W trimedx.com) | [E shawn.molloy@trimedx.com](mailto:E shawn.molloy@trimedx.com)

Billable

Client Meeting

Daily

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- Billable
- Client Meeting
- Daily
- Disposition Form
- Missed on Rounds
- request for calibration records.

Choose default signature

E-mail account: shawn.molloy@trimedx.com

New messages: Shawn

Replies/forwards: Shawn

Delete New Save Rename

Edit signature

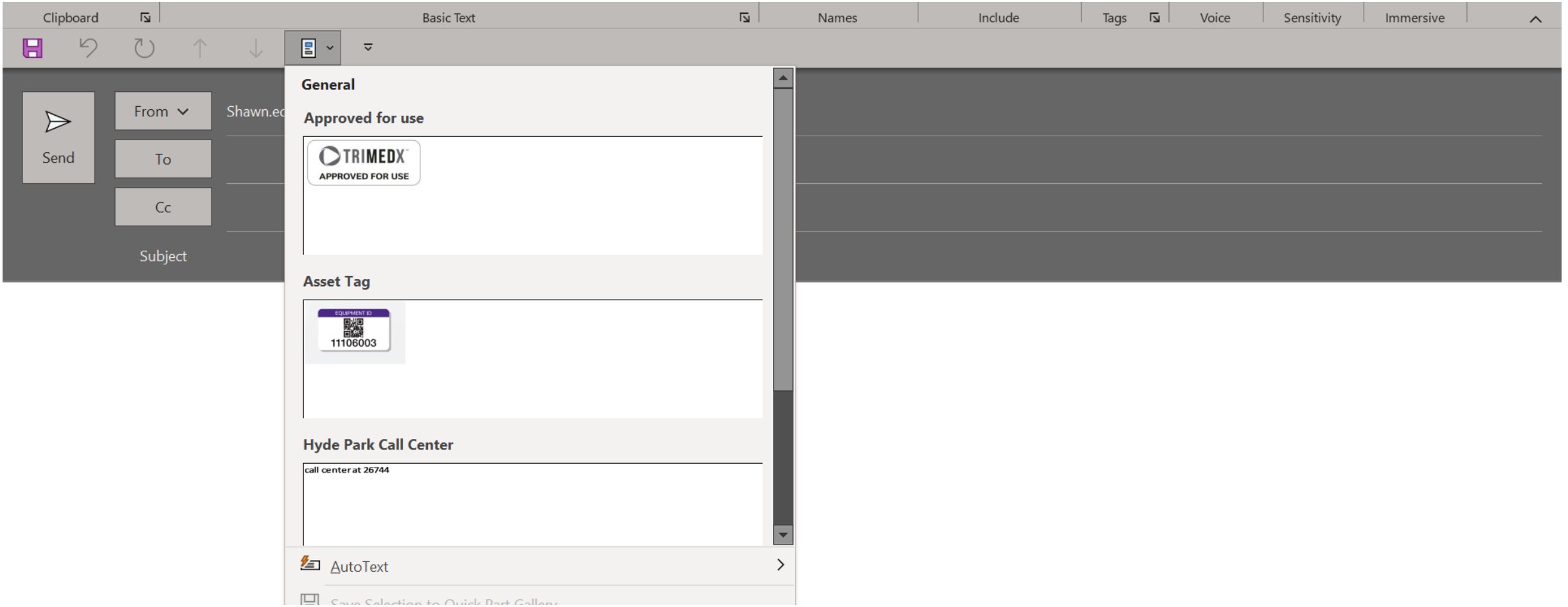
Calibri (Body) 11 B I U Automatic Business Card

Good Afternoon,  
 I stopped by your office today and you were not available. I am conducting periodic rounds to speak with clinical leaders to ensure that our program is meeting your needs and to answer any questions.  
 However, I know you are busy and I want to remain unintrusive to your day. Since I was unable to meet up with you I wanted to check in to see if I could address any concerns or questions about CE?

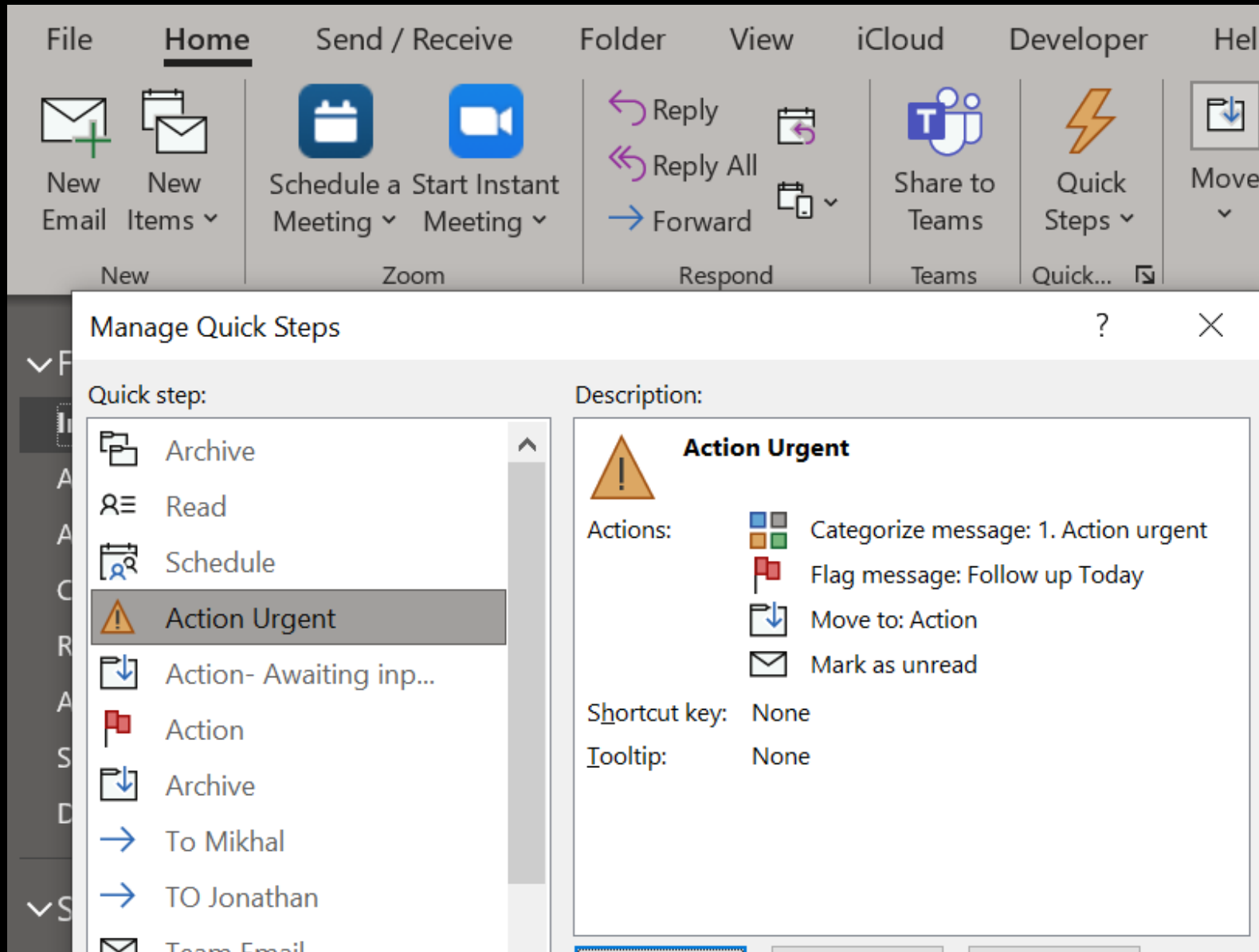
[Get signature templates](#)

OK Cancel



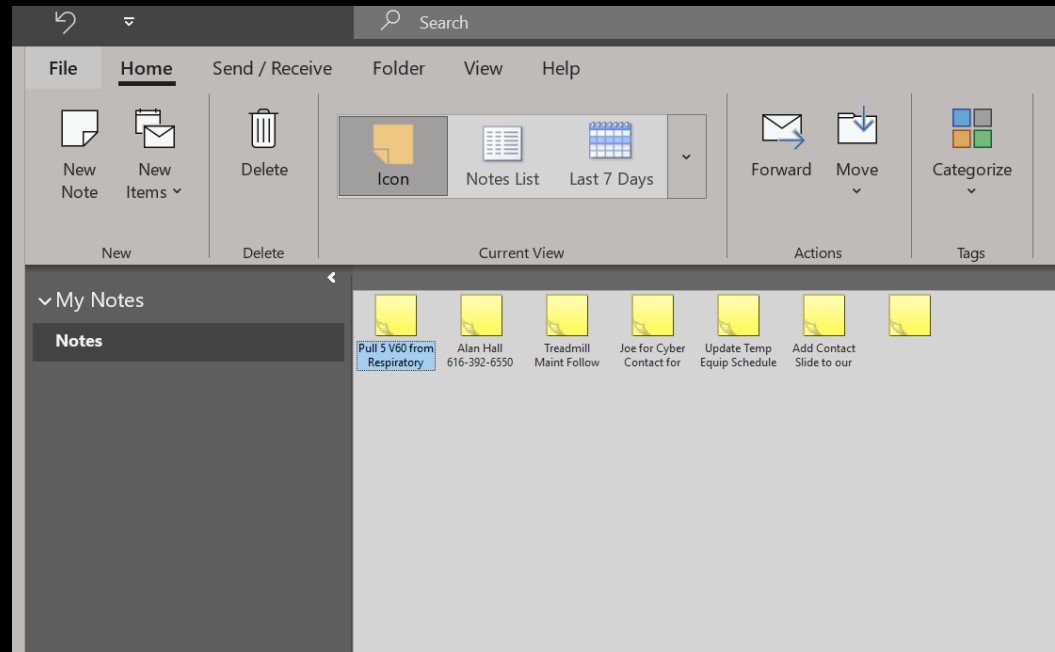


Quick Parts  
- Templates, Images, etc... a Click away.



Utilize quick task to quickly execute multiple steps.

# OUTLOOK NOTES



CNTRL>SHIFT>N



# Phone Calls

# Give your calls purpose

---

- Plan your phone call time
  - Important calls
    - Have a plan
    - Consider signal strength
    - Stick to the point
    - Don't multitask
  - Non-Important
    - Limit frequency and duration

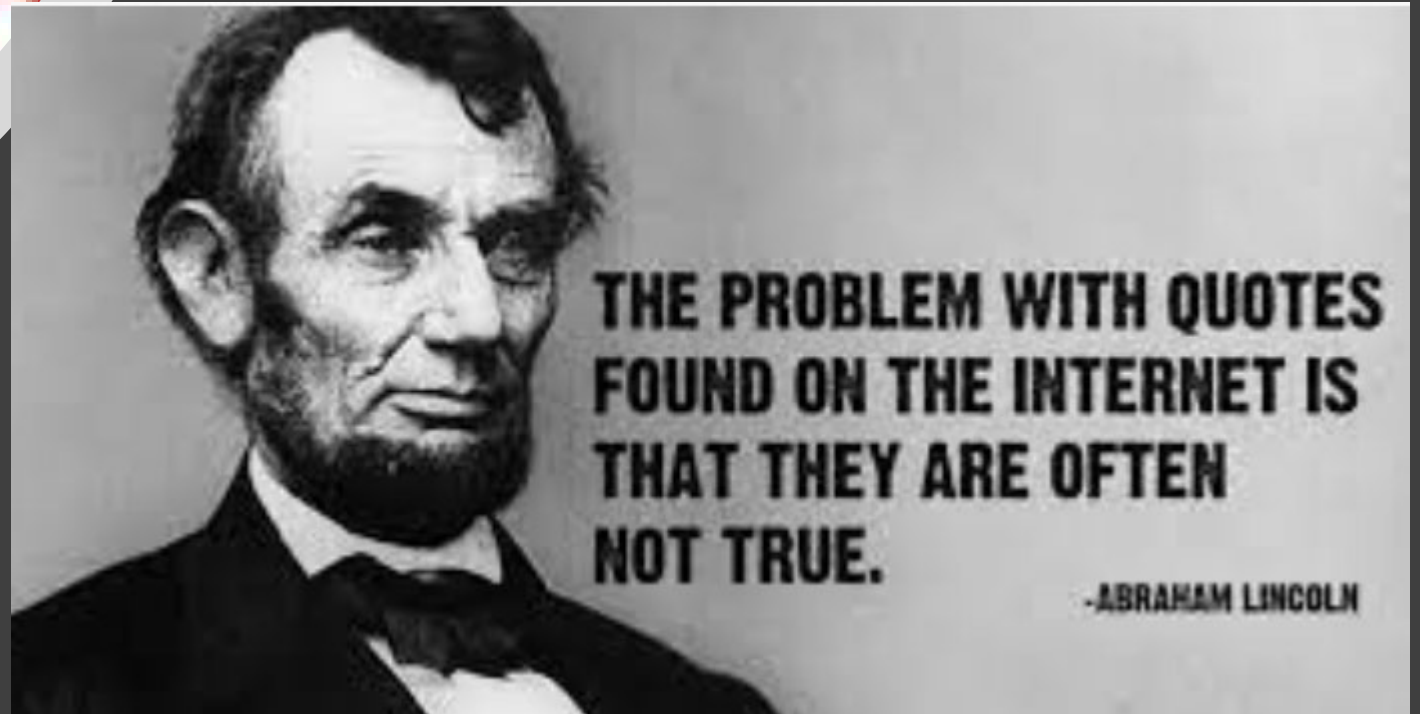


Request an  
Email in you  
voice mail



shutterstock.com · 1063938581

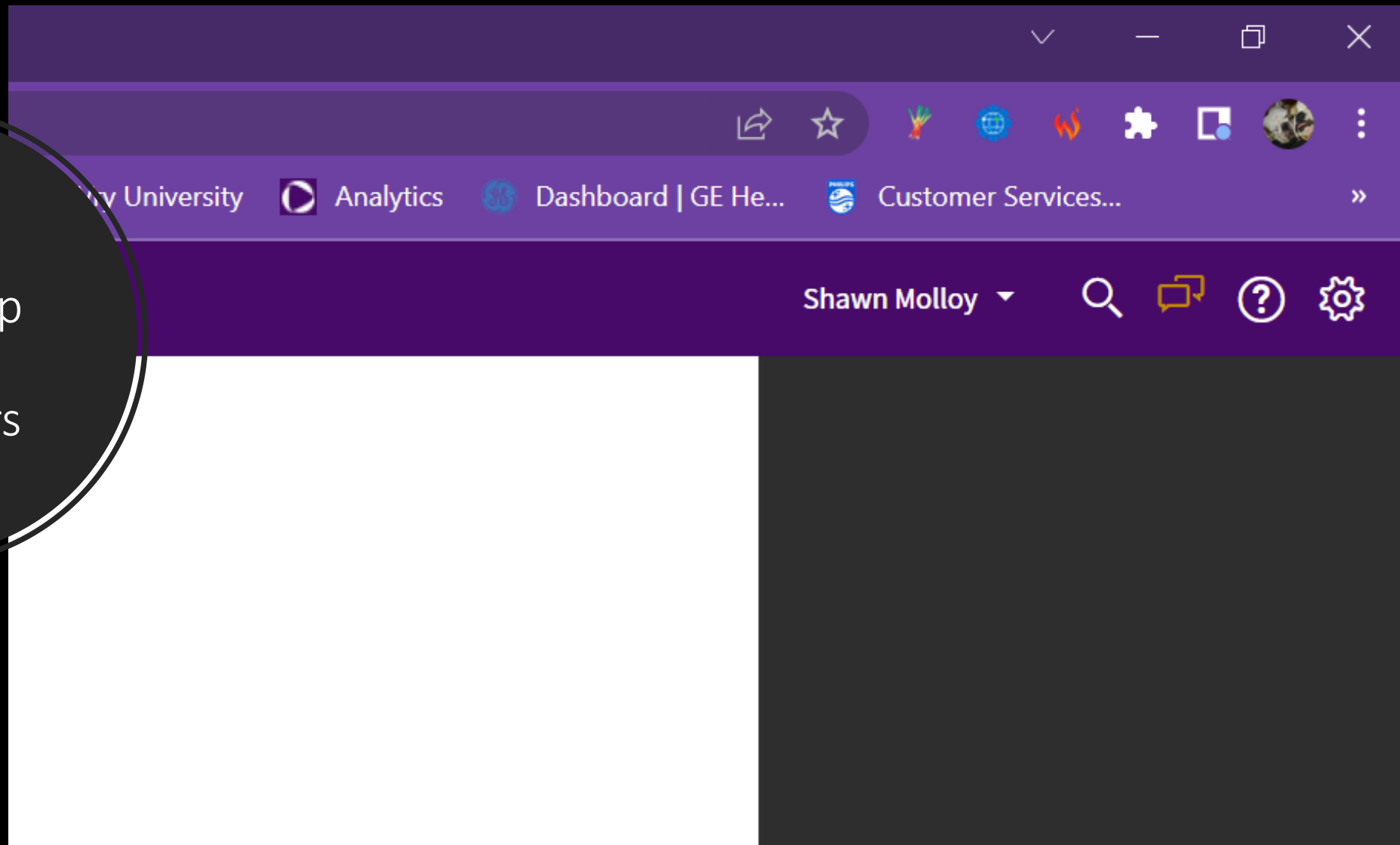
# Browser tools



**THE PROBLEM WITH QUOTES  
FOUND ON THE INTERNET IS  
THAT THEY ARE OFTEN  
NOT TRUE.**

**-ABRAHAM LINCOLN**

Plugins  
Linkclump  
Macro  
Recorders







<b>Alt + Home</b>	=	<b>Open your home page in the current tab</b>
<b>Ctrl + T</b>	=	<b>Open a new tab, and jump to it</b>
<b>Ctrl + Shift + T</b>	=	<b>Reopen the last closed tab, and jump to it</b>
<b>Ctrl + Tab</b>	=	<b>Jump to the next open tab</b>
<b>Ctrl + 1 to +8</b>	=	<b>Jump to a specific tab</b>
<b>Ctrl + 9</b>	=	<b>Jump to the last tab</b>
<b>Ctrl + W (Ctrl+F4)</b>	=	<b>Close the current tab</b>
<b>Ctrl + Shift + W</b>	=	<b>Close all open tabs and the browser</b>
<b>Ctrl + N</b>	=	<b>Open a new window</b>
<b>Ctrl + Shift + N</b>	=	<b>Open a new window in Incognito mode</b>
<b>Alt + Space + N</b>	=	<b>Minimize the current window</b>
<b>Alt + Space + X</b>	=	<b>Maximize the current window</b>
<b>Ctrl + L (F6)</b>	=	<b>Jump to the Address Bar</b>
<b>Ctrl + D</b>	=	<b>Save your current webpage as a bookmark</b>
<b>Ctrl + Shift + D</b>	=	<b>Save all open tabs as bookmarks in a new folder</b>
<b>Ctrl + Shift + O</b>	=	<b>Open the Bookmarks Manager</b>
<b>Ctrl + Shift + B</b>	=	<b>Show or hide the Bookmarks bar</b>
<b>Ctrl + H</b>	=	<b>Open the History page in a new tab</b>
<b>Ctrl + J</b>	=	<b>Open the Downloads page in a new tab</b>
<b>Alt + F4</b>	=	<b>Quit Google Chrome</b>

<b>Ctrl and +</b>	=	<b>Make everything on the page bigger</b>
<b>Ctrl and -</b>	=	<b>Make everything on the page smaller</b>
<b>Ctrl + 0</b>	=	<b>Return everything on the page to default size</b>
<b>Home</b>	=	<b>Go to the top of the page</b>
<b>End</b>	=	<b>Go to the bottom of the page</b>
<b>PgDn (Spacebar)</b>	=	<b>Scroll down a webpage, a screen at a time</b>
<b>PgUp (Shift + Spacebar)</b>	=	<b>Scroll up a webpage, a screen at a time</b>
<b>Ctrl + F (F3)</b>	=	<b>Open the Find Bar to search the current page</b>
<b>Ctrl + G</b>	=	<b>Jump to the next match to your Find Bar search</b>
<b>Ctrl + P</b>	=	<b>Open options to print the current page</b>
<b>Ctrl + S</b>	=	<b>Open options to save the current page</b>
<b>Ctrl + O</b>	=	<b>Open a file from your computer in Chrome</b>
<b>F5</b>	=	<b>Reload the current page</b>
<b>Shift + F5</b>	=	<b>Reload the current page, ignoring cached content</b>
<b>Esc</b>	=	<b>Stop the page loading</b>
<b>F11</b>	=	<b>Turn full-screen mode on or off</b>
<b>Ctrl + E</b>	=	<b>Google Search from anywhere on the page</b>
<b>Alt + F</b>	=	<b>Open the Chrome Menu</b>
<b>Shift + Esc</b>	=	<b>Open the Chrome Task Manager</b>
<b>Ctrl + Shift + Delete</b>	=	<b>Open the Clear Browsing Data options</b>

# Excel

Excel Play Ground

Search (Alt+Q) Molloy, Shawn E.

File Home Insert Draw Page Layout Formulas Data Review **View** Help

Default

Normal Page Break Preview Custom View

Sheet View Workbook Views Zoom Window Macros

AutoSave Off

A2 SV7321K0832

1	Vendor	RSQ	Power of Control E									
3	SV7321K0833	SV7322B0480	First Name	Last Name	Capitalize	Email	Intitals	Phone numbers	First Name Last 4			
2	SV7321K0832	SV7322B0438	James	smith	Smith	<a href="mailto:James.Smith@trimedx.com">James.Smith@trimedx.com</a>	JS	312-213-4132	James4132			
4	SV7321K0834	SV7322B0528	Phil	jones				312-213-4133				
5	SV7321K0837	SV7321L0220	Thomas	james				312-213-4134				
6	SV7321K0838	SV7321L0244	Jane	andrews				312-213-4135				
7	SV7321K0839	SV7322B0473	Tina	faith				312-213-4136				
8	SV7321K0840	SV7322B0520	Timmy	news				312-213-4137				
9	SV211K0831	SV7321L0237	Paul	simmon				312-213-4138				
10	SV7321L0211	SV7322A0486	Simon	smith				312-213-4139				
11	SV7321L0217	SV7322B0442	Tony	starK				312-213-4140				
12	SV7321L0218	SV7322B0509	Carl	bad				312-213-4141				
13	SV7321L0219	SV7321L0230	Lisa	stine				312-213-4142				
14	SV7321L0220	SV7321L0246	Ellisa	news				312-213-4143				
15	SV7321L0229	SV7322B0475	Deena	flight				312-213-4144				
16	SV7321L0230	SV7322B0522	Susy	dover				312-213-4145				
17	SV7321L0231	SV7321L0239										
18	SV7321L0232	SV7322A0401										

Play Ground Sheet1 Pivot

Ready Accessibility: Investigate Count: 189 100%

Type here to search 56°F 1:29 PM 9/27/2022

# COPY AND PASTE MULTIPLE



## Clipboard

When you copy or cut something in Windows, it's copied to the clipboard for you to paste.

## Clipboard history

Save multiple items to the clipboard to use later. Press the Windows logo key + V to view your clipboard history and paste from it.

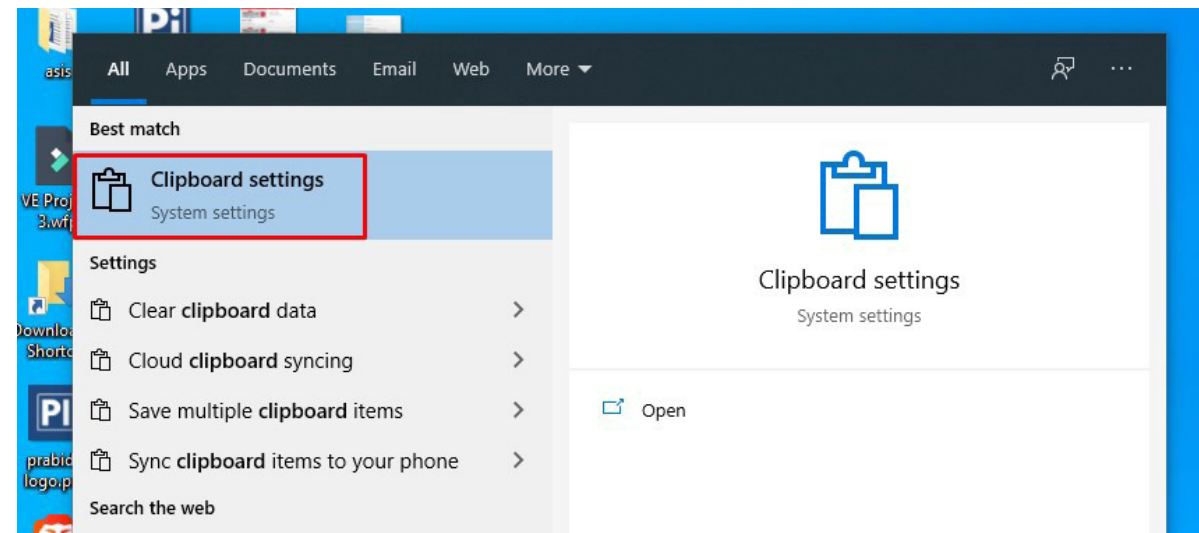
On

## Sync across devices

Paste text on your other devices. When this is on, Microsoft receives your clipboard data to sync it across your devices.

On

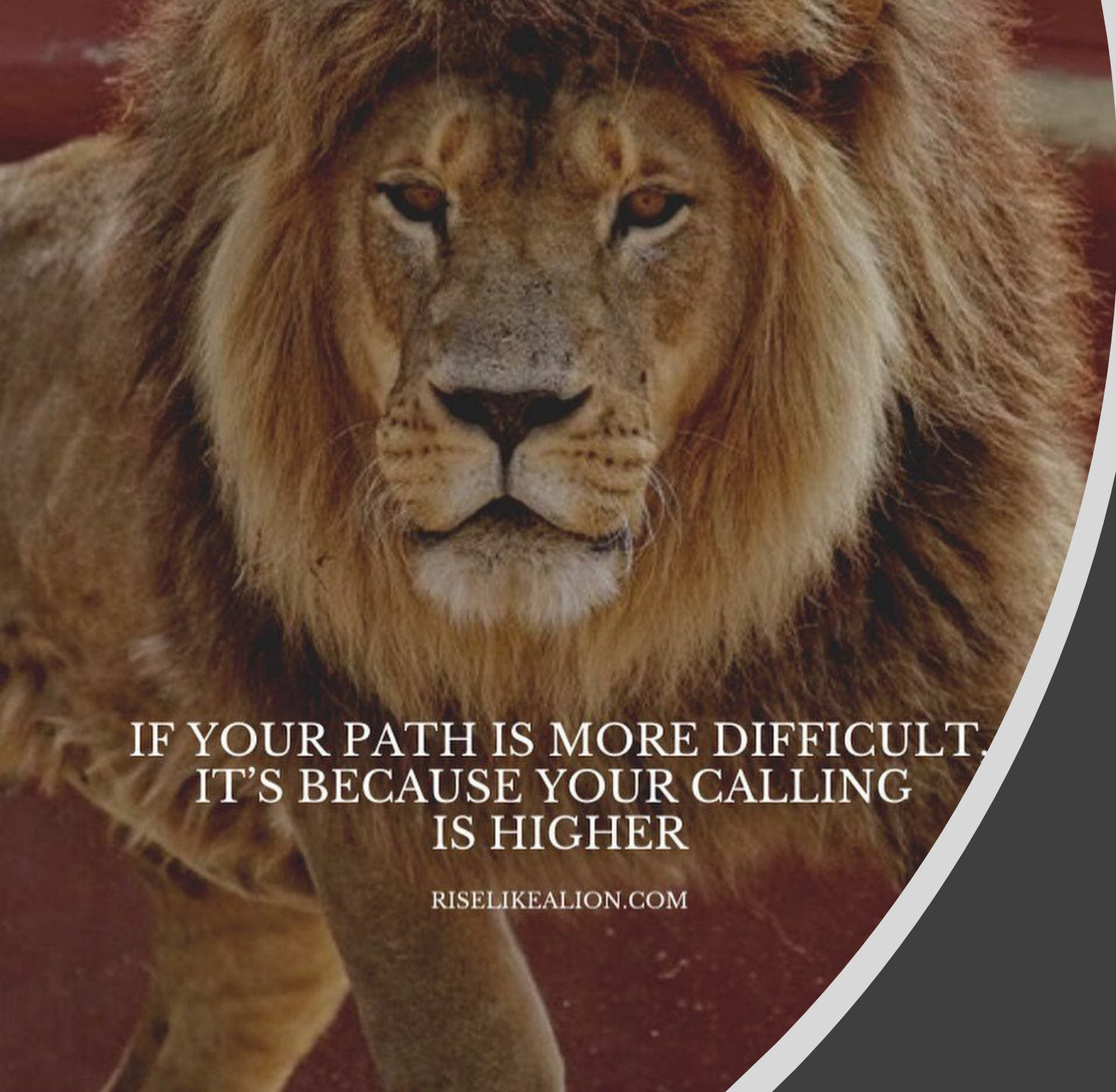
Automatic syncing





# Final Thought





IF YOUR PATH IS MORE DIFFICULT,  
IT'S BECAUSE YOUR CALLING  
IS HIGHER

[RISELIKEALION.COM](http://RISELIKEALION.COM)

Thank You for  
your time