

Achieving

(the story)

A compilation of
free internet resources
for maximizing productivity



By Charles W. Gross, Jr.

Achieving ~the story~

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(revision 1)

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Introduction and Background

Ever since I can remember, I've had a fascination with computers and technology. From that memorable day in High School, when I wrote a basic program that simulated a dice game, punched it into paper tape, and then instructed the main frame computer at Franklin & Marshall College to do 1 million iterations, I knew I was hooked. Even after being chewed out by Mr. Henry, my math teacher, for blowing a big chunk of the math department computer budget on this calculation. (this was in the late 1960s when CPU time cost a bundle compared to today) At any rate, I never lost the desire to learn something new in the field of computers. Given this, you'd think that I was a math or computer major in school. Well, perhaps laziness, calculus or some combination of these steered me in other directions, but the love of learning and the love of technology stuck. Fast forward...

In September 2011, while enjoying some scrumptious chicken and waffles at the annual Chestnut Level "chicken and waffle" supper, Kurt Wagner said, "You know Charlie, I don't know anyone else who makes such good use of free internet sites." This comment inspired this book. So, here it goes. (Thank-you Kurt for the inspiration and encouragement!)

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Oh, a comment about my straight forward, get it done style. You'll notice that I don't spend a lot of time with the frills. I'm often a rather bottom line kind of guy. Hopefully this suits your zeal to "get some things done" and to do it for free.

And, before I begin, let me give you this disclaimer:

Websites and free resources change so rapidly these days, that this information could be different when you read this book. The author is not responsible for these changes or disappointments. I will grieve with you if the "free-ness" dries up, but I have found a delight in using these web tools to make a difference in my work. I hope you experience the same delight.

Also, all of the characters are fictitious and do not represent any real people.

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~ Chapter 1 ~

The Story Begins

I came home from church dazed, confused, wondering what this might mean. I have never been asked to serve on a board or committee before. I mean, I've attended here all my life and worshiped and prayed and went to the covered dish dinners and knew the people, but never was asked to lead anything. I always pictured myself as a follower, a joiner, not a leader. I'm usually quiet and reserved. I like life that way. The request from the pastor to head up a special ministry caught me by surprise.

So, how do I decide whether to take on the job or not? Well, a neighbor of mine recommended a technique he found in a book titled, Achieving, by Charlie Gross called, "plus, minus, interesting." Charlie mentions it in his book, but says that he didn't invent it. He read about it somewhere in his past. He wasn't sure what to call it, so he called it "plus, minus, interesting." In this technique, you make a list of the positive reasons for making the decision, you make a list of the negative reasons for making the decision and you make a list of the interesting reasons that are more or less neutral. It's best to just take a blank sheet of paper and make three columns. (yup, just two straight lines down the middle) You label the first,

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Plus, the second, Minus, and the third, Interesting.
Then you proceed to make your lists.

Anyway, I did this and came up with the following:

<u>Plus(+)</u>	<u>Minus(-)</u>	<u>Interesting</u>
Would contribute	May fail	Would learn more about myself
Would expand my capacity	Take time from family	Not used to trying new things

Would fill time

Would increase self esteem

Would build relationships

After making my lists and trying to think through all of the possible plus, minus and interesting aspects, then praying about the decision, I decided to try it.

I definitely have a lot to learn and it's a bit scary, but with God's help, I'll go for it. I then wondered what else was in Charlie's book to help me in this new adventure. I found the plus, minus, interesting exercise quite helpful. It assisted me in bringing out many of my thoughts. When I make the invisible (thoughts), visible, it's a healthy exercise.

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~ Chapter 2 ~

Scheduling Meetings the Easy Way

So now that I've decided to take on this scary new role, I need to form my committee. I mean, this new adventure will take some effort, some oomph and I only have so much energy and get-up-and-go. How do I enlist additional help? Well, I could just start to ask some of my friends, but I always hate to impose. Everyone is so busy with their own lives these days. I mean, I hate asking so much that when the kids were growing up, I used to either buy all the chocolate bars they were selling for the school, or at least contribute an amount equal to their intended profits. So, I really don't jump in to the friends and family plan style of committee work.

Maybe I'll ask the pastor for some recommendations. Maybe he knows some good helpful folks.

"Hello, Pastor Rick, this is Frank. Do you have a minute to chat?"

"Sure, Frank. It's great to hear from you. How's life?"

"Oh, just fine. I've been discerning my way forward in this project you've asked me to lead and I've decided to do it."

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“Frank, that’s awesome. Thank-you. I’m delighted. I know you will do a great job.”

“Oh, you’re welcome, Rick. It was a tough decision, but I not only prayed about it, but used some excellent thinking tools to help. Anyway, here’s what I need to know next. Who would you recommend for this work? I mean I’d love to form a strong committee to help.”

“Frank, that’s an excellent question. I appreciate you asking. I’ve been trying to get everyone to complete a spiritual gift inventory to get an idea of who has what abilities. Here’s what I know: Jane Craft would be excellent. She has great administrative skills and is also a strong leader. Becky Watts would also be a great candidate. She can usually get stuff done and is always so cheerful. Sometimes she’s over extended, but you know the old saw – when you want something done, ask a busy person. How many are you looking for?”

“Oh, I thought a committee of four or five would do well. Anyone else come to mind?”

“Well, I’d love for some of the new folks to be involved. How about Darlene Cooper or Ted Silver? I don’t know their gifts, but maybe they’re available to help you out.”

“Ok, thanks. It’s a place to start. I appreciate it.”

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“No problem, Frank. Let me know how you make out. When your committee is together, I’d love to meet with you and give you some ideas and information I’ve been collecting.”

“Ok, I’ll keep you informed. Bye for now.”

“Good-bye. God’s richest blessings Frank.”

Frank dug through the latest directory and came up with the email addresses and phone numbers of Jane, Becky, Darlene, and Ted. He thought that due to the nature of the request, he should call rather than send an email. So, after dinner, he sat down to the task. He was excited about the project, but less than on-fire to start rounding up a committee. He practiced his pitch a few times in his head, shaping the words, images and ideas. He wanted to hit the ball out of the park rather than strike out. So, he dialed away, composed himself prior to each call, put on a happy face and with real energy and enthusiasm swung for the fence.

Later that week he heard from each one and they all said yes. Darlene and Becky were tentative, but Jane and Ted were solidly on board. So now, after jumping up and down at this initial success, Frank realized he had to schedule the first meeting. With the busy-ness of life, how do you do this? Then he remembered that in Appendix A of the Achieving book there was an

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easy way to get people together called, Doodle. He went to www.doodle.com and entered in the details of the meeting. He gave it a name and description and to the best of his ability put down a variety of days and times that might suit his new found committee. He then checked the directory and found the email addresses and sent out the link for the participants. He gave a short email description and then included the funny looking doodle.com link. He clicked on the link himself to try it out and put in this first name and checked all the boxes and then clicked on save. After that the waiting game starts. Not sure how frequently these busy folks check email and wondering what he got himself into.

A few days passed and slowly the doodle poll was doing its magic. As each committee member clicked in, the meeting date was starting to form. Finally, Frank called Ted and asked him if one of the dates and times that worked for everyone else worked for him. With this final personal touch he got a date and time and scheduled his organizational meeting. All of a sudden he realized that Pastor Rick wanted to share some information with him. He hadn't included the pastor in his doodle poll. Whoops. He called Rick and sheepishly asked about the day and time. Rick was very gracious, understanding and forgiving, but couldn't make this meeting. Then Rick asked, "Could

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you be in front of a computer and have a speaker phone available at your meeting?”

“Yea, we could do that. Why?”

“Well, I’m using ‘freescreensharing.com’ and I could show you a few pictures and Power Point slides while chatting with you on the phone. You see, I have a few minutes to do that on that evening, but will be in another town with my lap top. In fact, with freescreensharing.com, you get a free conference call phone number and access code, so people can all get the same information without even being all together in the same place.”

“Wow! Great! Thank-you Pastor Rick. I really appreciate your creative leadership and flexibility. I also appreciate your forgiveness for not including you in the doodle poll.”

“Not a problem, Frank. I’m happy to help. In fact, I don’t know what anti-virus you use for your computer, but the other day I came across a really good free one called, Avast (Appendix P). If you want to save some money on anti-virus software, just go to Avast.com and download and install the free version. It works well! Anyway, take care. I’ll talk to you soon.”

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~ Chapter 3 ~

Meeting Matrices that Help!

Finally, the day and time arrived for the initial committee meeting. Frank tidied up his den, arranged the chairs and prepared some snacks and drinks. He also fired up the computer and went to the freescreensharing.com (Appendix D) link that Pastor Rick sent him.

Once everyone arrived, got introduced and settled in for the meeting, Frank called Pastor Rick's cell phone and put his phone on speaker mode.

"Pastor Rick, this is Frank, Jane, Darlene, Ted and Becky. We're just getting together and are anxious to hear your ideas."

"Ok, great. I only have a few minutes, but I think this will be helpful. Let me show you a few slides of some great techniques that have great value for your meetings. The first one is the communications matrix. It's extremely simple, but very effective. It's helpful to know the communication preferences of your committee members. What I mean is that some of your team might prefer to have phone calls, some will prefer emails, some might want faxes and some might even communicate best via the postal service. So by starting with a simple matrix that has the headings:

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Name Home Cell Email Fax Address Pref

You will be able to instantly know how best to communicate with your team.

Secondly, the skill matrix. This matrix contains the names and the skills, abilities, interests, and spiritual gifts. As you gather and get to know one another and start your work, it's very helpful to find out who does what well and who can handle the various duties.

Thirdly, the summary matrix. This one is outstanding in helping to get your minutes complete and assists everyone in nailing down the jobs to be done. You can customize this one as necessary, but a great starting point is:

Who What When Where Other

As you wrap up your meetings, it's very effective to put your summary of action items in a matrix that can be sent out as part of the minutes. This way, everyone knows who will do what, when, where and have any other details right in front of them. This keeps the committee on track and is a great way to operate.

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Finally, I've found it very helpful to ask at the end of every meeting, "What from this meeting needs to be communicated, to whom, by whom and in what medium?" What I mean is that keeping the congregation informed is key to your success. It's very effective to use different committee members at different times with different modes of communication (ie. Bulletin insert, pulpit announcement, newsletter article, website, etc.)

Well, that's all I wanted to share with you tonight. I'll send you an email with the attachment that shows these types of matrices. Also, I'll have my secretary, Kay, send you each a copy of the very helpful book by Charlie Gross called Achieving ~the story~. It simply has revolutionized my way of getting things done for free. Do you have any questions for me right now?

"No Rick. Thanks very much. Have a great night. Good-bye."

With that, they had a great kick start to their first meeting.

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~Chapter 4 ~

Getting Together via Free Conference Calling

Frank was on a real high after the first meeting. He had a communications matrix, a skills matrix and even a summary matrix of who was doing what. He felt empowered by the energy. The only thing that couldn't be pulled together was the next face to face meeting. They did find a day and time to meet for an hour, but it would have to be via conference call. Frank never conducted a meeting like this before so wasn't real sure how to get this done. But, in thinking back to his 'plus, minus, interesting' analysis, he realized that he'd be stretched and would learn some new things. So, he investigated the freeconferencecall.com website, registered for a free account, got a phone number and access code and let his team know the numbers. He thought he'd really go for it by recording the conference call. He was feeding his confidence by how well the first meeting went and by using freescreensharing.com.

In preparing the agenda for the second meeting, he was amazed at how easy it was. He simply reviewed the summary matrix to see who was doing what, and then added a few other items. He also remembered to build in time to ask the "communication" question at the end of the meeting.

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With that, he fired off the agenda a few days prior to the meeting, included the conference call phone number and access code and then eagerly awaited the magical hour. Five minutes prior to the meeting time, he called the freeconferencecall phone number, entered the access code and followed it with an asterisk (*) rather than a pound (#) sign. By using the *, instead of the #, he had special privileges of being able to record it. Once everyone was there, he asked if he could start recording. Of course they all agreed. He then hit *9, entered the special identification number and away the call went. It was a lively meeting, everyone was excited to be together this way. The only thing that made it go a little better was that each person would start by saying, "This is (and then state their name)."

Frank did a very nice job of keeping the group on task and even summarized with the who, what, when, where matrix and the final question about what was to be communicated.

Here is what came out of the meeting:

Ted was to create a website to show off the ideas, pictures and stories of the group. Jane was to let everyone in the congregation know about an urgent need this coming Sunday. Darlene was to start working on an ongoing electronic newsletter. Becky was to create a way for people to respond via

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voicemail. Frank was going to send out the minutes, but would also share them via his gmail documents.

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~ Chapter 5 ~

Creating a Free Website with Weebly

Ted Silver. Solid business man. Savvy salesman. Outgoing, full of life. Eager to contribute, but not sure how or where outside of his familiar territory. Thoughtful, caring, plenty of people skills, a natural schmoozer. Likeable guy which usually means 'successful in sales.'

Ted knew computers, but not a lot about websites. Ted was slowly learning that one powerful initial way of starting a new project was to "google" answers to questions. When he sat down to focus on his agreed upon task, he typed in google.com in his web browser and then in the search window, entered "free website." Up came weebly.com, so he clicked on weebly.com, signed up for a free website and started entering data for the various pages.

Ted had unusually astute coordination skills, so decided to use the communications matrix to check with the other committee members for their website inputs and comments. This careful and thoughtful process endeared the others to Ted.

"I feel so listened to and valued by Ted," Darlene said as she phoned Becky on another matter.

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“Absolutely, I know what you mean,” Becky replied. “I feel the same way. It’s a very rare treat to be asked for your opinion and taken seriously. What a joy to participate on this team.”

Becky’s children came blasting through the front door, book bags flying, papers to be signed, energy of life exploding in the Watts household. “I have to go Darlene, the kids just got home from school. Talk to you later. Have a good day.”

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~ Chapter 6 ~

Calling everyone with DialMyCalls

Jane Craft. Jane was tidy, pert, organized and well defined. She knew herself well and could easily explain her skills, her limits, and her personal boundaries. Everyone loved working with her as she oozed joy and enthusiasm. She also ‘shot straight.’ She could be direct in a gentle, tactful way. When Jane first joined the church twenty-five years ago, her introductory biographical paragraph said, “Phi Beta Kappa, member of Rho Lambda National Honor society, class secretary, a natural born leader.”

Jane had lived into that bio at church and in the community. She had an enthusiastic smile, a radiant personality and a perpetually positive attitude. When you’d talk to Jane you always left the conversation feeling happier and affirmed.

So Jane’s task for the committee was to let everyone in the congregation know about a short after worship informational meeting. Jane knew how this was done in the past. She’d let the secretary know and the secretary would send out a mass email and also mail post cards to the huge list of non-email users. But this time was different. Postcards now cost twenty-eight cents mail and it costs the secretary’s time and materials to get this urgent message out. Jane had

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spotted something in the Achieving book that looked worthy of a try. She decided to try out Dialmycalls.com. She went to the website, registered for a free account and then by using the church directory, added all the names and phone numbers of those who didn't seem to have an email account. In setting this up, she noticed that the free service would gladly send out a unique thirty second recorded phone message once a week for free to up to twenty-five numbers. She thought this would be a wonderful resource for some of the other organizations she worked with and made a mental note to pass it along. But for her task at hand, she entered a ten dollar credit card payment and then proceeded to craft her message. After all, for only seven cents per call, she could quickly and easily get the forty-six unique phone numbers called and notified in just a few spare moments. She was feeling particularly productive with this new found process.

She was soon on the phone with her school board friends telling them how quick and easy it was to use Dialmycalls. As a matter of fact, she even started to use the DialMyCalls referral process, so that, if her friends signed up and used her link, she would get 50 bonus credits. [Note: if you use this link - <http://www.dialmycalls.com/signup/55782696/> West Grove Presbyterian Church gets 50 free credits!]

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~ Chapter 7 ~

Get Your Free Voicemail system

Becky Watts. Becky had the generous gift of a bright, large smile. Seemed like she could find the happy place in any situation without seeming completely out of touch with reality. Becky knew people, networked well and knew how to leverage her contacts. This trait made her valuable to committees that were action oriented.

Becky was just concluding a meeting of a neighborhood watch group with a summary matrix of action items and persons responsible. She marveled at how this ploy not only helped with the minutes, but those responsible parties actually pulled out a pen and a notebook or at least a smart phone and made their personal reminders. She thanked everyone for coming and glanced at her watch. She figured that she had only thirty more minutes before tackling her cooking chores for the family. She wanted to cross one more thing off her “to do” list before focusing on her family, so she looked at her committee assignment, “set up a voice mail system for recording opinions.” She had navigated voice mail set up menus before on at least three cell phones, so this shouldn’t be too hard. But which phone numbers to use? She didn’t want to use the church line, her home line or even her cell phone, so what to do? She

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had not read the Achieving book yet, so she called Frank for some ideas. Frank told her about “FreeVoiceBox.com.” He said that it is quick, easy and free. He thanked Becky for calling and then offered more help if she got stuck. So in the remaining fifteen minutes, Becky signed up for a free voice mail account. It gave her a phone number and access code and had a very simple dash board to navigate from her computer. She knew she could always change the greeting, so she whipped out a quick and easy one just to have it in place. At this point she reasoned, I can report that it is set up and ready to go and I can easily modify the greeting and request for feedback when I’m a bit more clear on exactly what we want to know. And with that, another line went through her to do list. She could now spend time with her beloved family.

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~ Chapter 8 ~

Create a Free Electronic Newsletter

Darlene Cooper. Darlene was always eager to pitch in and do what she could. She never bubbled over with confidence and seemed to need reassurance. Something in life had set her drifting and seeking, which is why she was open to an invitation to attend this church. If asked, she wouldn't be able to say what untied her moorings, but she didn't seem upset by her condition.

Darlene was one of the newest members of the church. She had been in the area for a few months and was invited to the church by her friend Maria. Maria was wildly enthusiastic about the friendliness of the congregation and the creative, down-to-earth messages from Pastor Rick. Darlene had many gifts to offer the committee. One of those gifts was that she was an English major. She had assisted with newsletters before, so thought she could contribute well in this area. Darlene had always worked with a large staff and hefty publishing budget, so was a bit puzzled when Frank told her that she'd have to put together and publish the electronic newsletter for free.

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She never heard of that concept or that constraint. Frank referred her to Appendix H of Achieving. It's all about using "MailChimp.com." Frank was confident that Darlene could figure out this free resource, but offered any technical help she needed. He also referred Darlene to his secretary, Kay, for the latest and greatest list of email addresses.

Darlene knew she could do great work in the editorial department but was less confident in this new found free resource. She scheduled some "play" time to experiment with MailChimp and found it very friendly. By clicking around the various menus and options, she discovered how to add pictures, borders and templates. She was soon ready to neatly package the committee's information in an email newsletter. This new found resource expertise gave Darlene a feeling of belonging and contributing to the overall mission of the team. She was ready for the next meeting.

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~ Chapter 9 ~

The Powerful Meetings Continue

Frank's smartphone reminder beeped at him and told him it was ten days prior to their next meeting. This gave him three days to pull together his agenda and send it out as a reminder.

He pulled out his notebook with the committee materials and minutes. He had to laugh when he looked over the summary matrix because it made follow up astonishingly easy. The summary told him who was assigned to what tasks with due dates and miscellaneous notes. What a breeze. And if all these pieces were in place, a next step would simply be to pull all of the information together and have it packaged neatly and sent out.

The following week, the team gathered at Frank's house. He greeted each one with warm hospitality and a hug. He was really enjoying the energy produced by his organizational skills.

The team members were prompt and eager to continue their work. Each one was able to come prepared to the meeting. They anticipated more progress in their work.

Frank opened with prayer and asked for holy guidance. He then invited each member to do a brief

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“check in” as to their family, their health, and their well-being. After the check-in, Frank suggested that the purpose of the meeting was to answer just a few key questions. By forming his meeting agenda with a series of questions, he established a creative thinking atmosphere. This innovative space sparks energy and enthusiasm with the group. When the human mind goes to work on questions, it goes to its happy place, joyfully searching for solutions. For that reason, Frank sent out an agenda that had the following questions:

How do we build congregational engagement in our initiative?

What does the next level of engagement include?

What are the next steps for our committee?

A simple, direct, to-the-point agenda, but oh so powerful.

Frank knew that Ted was off and running with a website. Jane had sent an excellent voicemail to the congregation. Darlene had a newsletter template ready and Becky had a new voice mail box ready. So he was asking how to get deeper, broader congregational commitment and a wider coverage. He wanted more input, interest and involvement from the larger audience. Maybe the questions would help. Let's join the meeting and see.

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Frank led off. “Ok, let’s take our first question. How do we build congregational engagement in our initiatives?”

Ted jumped in. “Well we have a great website built that can help educate, entice and elicit responses.”

“Thank-you Ted. Great work. What else?” Frank moderated.

Darlene was next. “Well, I have finally mastered or at least minored the ‘MailChimp’ newsletter site. I just need your info now to fill in the template and send it out. That should provide a more pro-active approach for email users.”

“Excellent Darlene. Thank-you. How would you like to receive our inputs?” said Frank.

“I’d prefer them to be emailed to me by next Tuesday. You could send them via the body of the email or as an attachment. Let’s say by Tuesday at 5 pm. I’ll be able to pull it all together by Wednesday night and send it out.”

Jane was trying to get a question answered, so Frank acknowledged her. “This is a question for Ted and the website. I sometimes find great music, videos or PowerPoint resources that are very large files. Maybe 20 or 30 megabytes. How can I email them to Ted for the website?”

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Ted answered quickly and suggested either 'Sendbigfiles.com' or 'Transferbigfiles.com.' "Either one is a simple, straight-forward approach to sending files that are over 10 megabytes (the type that are usually rejected by most email handlers). For free you can send 2 per month. There's a small fee if you want to send more than that."

"Ok, thanks a bunch." Jane replied, "I'll look into those. Can I ask another question?"

"You just did," joked Frank, "but I'll let you ask another one."

"If I find a helpful YouTube video, is there a way to download it to my computer rather than playing it from the web?"

"Sure," Ted responded, "it's pretty easy. Open up another website page and enter, 'keepvid.com' This will run a program that you simply enter the full youtube URL in the keepvid box and it will download the video for you. It stores it in your 'downloads' directory. The best way to cope with a "crazy long website address" is to highlight it, hit CTRL-C (which copies it), then move to the keepvid site, put your cursor in the little box and hit CTRL-V (which pastes what you copied into that box.) Voila – easy."

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The faces of the less savvy computer users lit up and there was an audible expression of amazement. What an easy elevator ride up this educational learning curve. Every member was growing in their ability to achieve more with less effort and less expense. And, they were having fun. Does it get any better? Coming together, having fun and getting things done.

Frank wanted to be sure that everyone had a chance to respond to the first agenda question, so asked again, “any more ideas on how to build congregational engagement in our work?”

Becky hadn’t spoken yet, but was sponging up the joy and new ideas. She decided to jump in at this invitation. “Well, I have a new voice mail system set up to capture ideas from everyone, but I have a concern.”

“Go ahead, tell us about it,” replied Frank.

“Well, it’s a great system, free and easy to use, but it’s very passive. It just sits there and waits for people to call. It’s almost like a website. A great resource, but waits for people to come. I think we need some ‘champions of our cause.’ We need ‘on fire’ evangelists who can actively spread the information and invite participation. How do we get more grass level support? That’s what I wonder.”

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“Excellent points, Becky. I love your ‘active/passive’ analysis and your perspective on getting additional evangelists. How do we respond to Becky? More ideas?”

Jane piped up. “It may be over worked or outdated, but the term ‘focus group’ comes to mind. Something like a Tupperware party, but instead of selling some plastic bowls, gather small groups for informal education, information gathering, opinion mining and fellowship. Maybe in this way, we’ll be able to seep into the cracks and crevices of our fellowship and flavor the water. If nothing else, we’ll show that people, opinions, and ideas matter.”

Darlene’s mind was being revved like a Jaguar’s V-12 engine. She had more ideas popping than were able to stream single file from her brain or lips. She started to erupt. “I’m loving this group and what I’m becoming because of the interactions. Don’t we know that people only learn well when they’ve been told something seven times in seven different ways? What about another matrix that lists the seven different ways of sharing the information and then filling it in? What about 30 second or 60 second video spots used at church announcements, links on our website, included in the bulletin, newsletter, and voice mail blasts? What about the difference we’ll make in real lives and in our community? After all, aren’t we called together by God to be an exhibit of the kingdom

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of God and to work together for shalom (peace)? If we could capture that difference in pictures, audio or video interviews, it might spark real deep, broad commitment and engagement!

The group was mesmerized. They were witnessing a Rembrandt, a Picasso, a Yo Yo Ma performance. They were star struck like the audience who first heard Jackie Evancho sing. (<http://tiny.cc/n8wul>)

“Wow!” came the collective response. Awesome ideas Darlene.”

“Thank-you,” Frank added, “Do you have any others to add to the dough?”

The group was silent, looked around with glazed over eyes and someone babbled, “Let’s go with what we have.”

Frank took the reins, looked at the agenda and said, “I believe we’re at a perfect place to engage the next question. What will the next level of engagement include? We have a lot of ideas on the table. What does it look like?”

“Well,” said Ted, “I like Darlene’s framework using the ‘tell people seven times in seven different ways’ approach. Shall we use that as one part of the solution? I say we put that down and then in ‘next steps’ fill in the matrix.”

Achieving ~the story~

Everyone agreed. “Yup, that’s a keeper. What else?”

Jane jumped in too. Could we each be a Tupperware party host and invite a portion of the congregation we know for an informal time of sharing? If you think so, a next step is designing the gatherings and questions so we all have the same information.”

Everyone agreed to that as well. “Great,” chirped Frank, “anything else?”

“Well,” said Becky, “I also like the idea of the 30 second or 60 second spots but this might be beyond us right now.”

“Thank-you Becky. Any more ideas on this? (pause) Ok, I’ll take from your silence that you agree with Becky to hold off on the 30 second and 60 second spots?”

All nodded.

“Ok, great. I think we have a plan. Let’s first create the seven times in seven different ways matrix and fill it in. Then we’ll make a plan to nail down the ‘focus group’ (Tupperware party) idea.”

The group worked quickly at this point, riding the wave of creative ideas. You could almost see their active, achievement orientation flower and bloom before your eyes. In a very small way, this committee

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was producing shalom in their individual lives and in the lives of their families. When you bounce home with a spring in your step and a smile on your face, everyone benefits.

Frank closed the meeting with the who, what, when matrix to be sure everyone knew their assignments. He also asked what, if anything, should be communicated from the meeting. He was hitting his own stride in meeting facilitation skills.

Achieving ~the story~

~ Chapter 10 ~

The Free Power of iTunes and iTunesU

Frank was happy with his committee but was always searching for ways of sharpening the saw and enhancing the skills of his team. He often “googled” free leadership resources and ideas to ratchet up team performance. He was struck by some outstanding free resources on iTunes.com (www.apple.com/itunes) By using iTunes and going to the search feature at the iTunes store, he discovered that if you type in “leadership,” and scroll past the music, apps, audio books and other items for sale, you come to an enormous selection of podcasts on leadership. He found a few particularly helpful. He loved the Center for Creative Leadership, The Look and Sound of Leadership, Action Podcast, and Charlie’s Creativity Podcast. By clicking on “get podcast” or “subscribe” to the podcast, he could download the audio or video lecture to his computer. He quickly decided to integrate a short leadership podcast into his meetings from time to time. This was like inviting a guest professor to the meeting without spending a nickel. This was achieving for free!

Then he discovered another platinum mine on iTunes. He found the iTunes university (iTunesU) chock full of a wealth of current information. This little section of iTunes contains literally thousands of lectures and

Achieving ~the story~

courses on almost every subject imaginable from colleges and universities around the world. For this gem, he decided he needed to invest in an iPod so he could download the podcasts into his portable device and take some courses while doing his daily walk. Why not strengthen the mind and body at the same time and do it all for free? One of the first courses he downloaded was the Leadership Development course at the Banff Centre.

The other resource that Frank started to dabbling with was Skype.com. By downloading this free software and creating an account, he was able to do free video conferencing with friends and family around the world. Then the idea occurred to him that he could schedule live video chats with subject matter experts, friends in the mission field or just with committee members who were not able to physically attend the meetings. The possibilities seemed endless for the use of this free software. Maybe he could have a particularly good teacher make a hard hitting presentation in church via Skype. This could be one of those seven different ways or perhaps even the eighth or ninth different way of presenting material. Frank's innovative mind was on a fast roll down a steep hill.

Frank spent some time finalizing the minutes of the last meeting, including the matrix of who, what, when and also the seven different ways of matrix. He then emailed the minutes to his committee, but also

Achieving ~the story~

included them in his Gmail documents area. He then gave all of the committee members editorial rights to these minutes. In this way, he reasoned that the minutes could be corrected by the members before the meeting. No more time revising or correcting the minutes at the meeting. This wouldn't be such a huge deal for this small committee, but he'd pass the idea along to others. He would also suggest this collaborative strategy to his committee for perfecting the website ideas and the newsletter draft.

This committee was setting a remarkable standard for achievement. They were a learning, thinking, innovative group who intentionally communicated well and made the most of free internet resources.

Frank was learning to be a top-notch facilitator and encourager. He encouraged and challenged his team to explore and experiment with more free ways of getting their work done. Let's take a look at some of their experiments.

Achieving ~the story~

~ Chapter 11 ~

More Great Experiments in Achieving

Here are a few of the experiments that Ted, Jane, Becky and Darlene were conducting in their work.

Ted created a PowerPoint presentation sharing some of the ideas that were being discussed. He uploaded the presentation to Vyew.com which allowed him to schedule a webinar type meeting. It was similar to freescreensharing.com, but he wanted another option.

Darlene started to experiment with creating a “slide cast” from Ted’s PowerPoint presentation. A slidecast is a “voice over” a PowerPoint that stands alone on the internet and can be integrated into websites as an educational tool. She went to slideshare.net, created an account and uploaded the file. Then she downloaded a very popular audio editor from <http://audacity.sourceforge.net/>. With this, she created an audio file of Ted’s presentation. Then and this takes some hours of practice, she uploaded the ‘.mpg’ audio file, and used the slidecast editing tool to match up the audio with the appropriate PowerPoint slide. Once she got it, it went smoothly and she published a great “slidecast.”

Becky heard about the podcast gold mine on iTunes and wanted to create her own podcast. She found

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podomatic.com which helped her create and publish her own podcasts for free. She was going to use this new skill in other areas of her life and actually became a podcast evangelist. She would tell everyone about the phenomenal wealth of tips, tricks and news on iTunes.

Frank was delighted with the amazing progress of his committee. They had come together as a rag-tag team, tentative in their pursuit, and through the use of the free internet resources found in Charlie Gross's book, Achieving, rapidly became "High Achievers!" Pastor Rick was profoundly proud and held their level of achievement up as a model for others. Of course, he ordered many more copies of the book and gave them out not only at officer training, but even to new members. He wanted everyone to achieve more in their own fields of ministry and mission.

Achieving ~the story~

~ Epilogue ~

If you picked up an idea from this book that enables you to achieve more, I achieved my goal. If you would help someone else become a better leader, I would be thrilled. After all, everyone can learn something new and find ways to contribute!

Please note: All of the profits from the sale of this book will go toward the Capital Fund Campaign for the West Grove Presbyterian Church, West Grove, PA. For this reason, I would be ecstatic if you would make the sale of this book go viral! Buy more than one and send them to your committees, teams, and leaders!

Oh, if you find other helpful, productive, free resources, send them to me at cwgross@gmail.com . I'll give you the credit for the referral and include them in the next revision of the book.

May God Richly Bless You and Yours!

Charlie Gross

November 2011

~ Appendix A ~

Scheduling meetings with doodle.com

Getting people together for a meeting, a party, a conference call or for any reason these days is difficult. We are scheduled up to our eye balls with work, family, social engagements, hobbies, charitable events, and the like. For scheduling people who are email savvy, I found the perfect solution.

<http://www.doodle.com>

It works like gang-busters, with one hitch. It assumes that the people you are trying to schedule, actually check their emails and actually respond to you (or at least follow the link that you send). I know this is a big assumption these days, but hey, some of us are pretty responsive. If you are working with responsive, email using folks, here is how you schedule a meeting: Go to www.doodle.com

You click on “Schedule an Event.” You then give the event a title, a location and a description. This can be detailed or cryptic. As long as those being invited understand, that’s all that matters. You then start to click on the various possible days for the meeting.

When you have all the days selected, click Next. In this screen, you will enter the various possible time slots for the event. For a simple, quick, basic poll, just

Achieving ~the story~

click next and then click “Finish.” Doodle will then create 2 links. One is the “participation link.” This is the one that you will send out to your invitees. The other is the “administrative link.” This one you keep as your own in case you want to make changes to the poll. It’s that simple. The magic happens when your invitees click on the link, enter their names, available dates and times for the meeting or event, and then hit save. When all your invitees respond, you will have a neat matrix showing the absolute best date and time for the event. It’s quick, easy and genius.

~ Appendix B ~

Free Conference Calls

In 2011, we do most of our collaborating in a virtual sort of way. We share documents online, we collaborate and communicate via email, text messages, facebook, LinkedIn, Skype and many other social networking devices. But, one of the primary ways of doing business is still through old fashioned telephone calls. I'm not saying that the way we use our high-powered cell phones is old fashioned, but a person to person dialogue still gets lots of stuff done quickly and avoids the errors of misunderstood digital communications. So, if dialogue and conversation are important, then conference calls are even more important. Having a number of participants interact, learn and dialogue is critical these days.

So for this reason, you should have your own free conference call phone number and access code. No problem at all. There are a number of ways to go. The two online sites that I'll tell you about are: www.freeconferencecall.com and www.freeconferencepro.com

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I personally use the freeconferencecall.com for most of my conference calls. I've even used it to create podcasts by using the "record" feature, but more on that later.

To get your own conference call number and access code, simply go to www.freeconferencecall.com and register for an account. They will give you a conference call phone number, an access code and a pin. Here's how you use it: When you want to start a conference call, simply have your participants dial the conference call number and enter the access code followed by the # sign. They will be asked to verify the access code by pressing the number 1. When that happens, everyone is connected. It's that easy.

If you want to be able to record the call, when you call the conference call number, you enter your access code but follow it with an asterisk '*' (not the #). This then gives you additional power over the call. To record the call, you simply hit *9 when you are ready and it will ask for your pin. You then enter your pin. To stop recording, hit *9 again. Your recording will be available as either a .wav file or an .mp3 file. To listen to it or download it, you would have to go to your freeconferencecall.com account by logging in and going to your dashboard. It is very easy to do. This gives you a full recording of your conference call or meeting.

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There are a number of helpful commands available for the call, but I found the most used is the - *6. If there is lots of background noise from a caller, you could ask them to mute their phone by hitting *6. This is a toggle command, so unmute works the same way - *6.

~ Appendix C ~

Collaborating on-line ([google.com/mail](https://www.google.com/mail) documents sharing)

Whether you are working on creating a vision, strategy, policy or procedures for your family, organization or company, it's helpful to collaborate via sharing documents. One way to do this is by sending the document via email to everyone, but then you get multiple ideas in different documents sent back. To keep all of the changes in one place, it's useful to post one document and have all of your team working from that same one. I use Gmail. The Google version of free email. It has so many outstanding free features, that I'm hooked. For collaborating, I use the Gmail documents page and then just hit the share button and include the email addresses with whom I am collaborating. When your team members make changes in your document, they are there for everyone to see. It's quick, easy and free.

~ Appendix D ~

Hosting Free Webinars (Vyew.com and Freescreensharing.com)

In the world of 2011 and beyond, we use the internet to share mega-doses of information, both audio and visual. It's the platform that knocks down walls and borders. One of the best ways to teach your courses, your workshops and your presentations is via free webinar services. A webinar is simply a way of using your own teaching voice and your own power point slides to reach your intended audience. The word webinar is shorthand for a seminar over the world wide web, therefore "a webinar."

The first free service I've used in this arena is Vyew.com. It is a free and easy service to use. You create a free account and you have instant access to uploading your PowerPoint slide decks along with a free conference call phone number and access code for connecting your audience for the audio. There is also an available option for using your computer for the audio and video. With Vyew, I've only ever used the conference call phone number and the pre-loaded Power Point option.

~ Appendix E ~

On-line Audio PowerPoint (Slideshare.net) Make a SlideCast

SlideShare is the world's largest community for sharing presentations. With 55 million monthly visitors and 120 million pageviews, it is amongst the most visited 200 websites in the world. Besides presentations, SlideShare also supports documents, PDFs, videos and webinars.

SlideShare features a vibrant professional and educational community that regularly comments, favorites and downloads content. SlideShare content spreads virally through blogs and social networks such as LinkedIn, Facebook and Twitter. Individuals & organizations upload documents to SlideShare to share ideas, conduct research, connect ~ with others, and generate leads for their businesses. Anyone can view presentations & documents on topics that interest them, download them and reuse or remix for their own work.

Some points of note:

SlideShare was [recently voted](#) amongst the World's Top 10 tools for education & elearning.

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In 2009, the official website for the US President (Whitehouse.gov) signed user agreements with eight of the world's leading social media websites. SlideShare was one of them. SlideShare is regularly used by the Whitehouse and many other US govt departments.

SlideShare finds reference in hundreds of published books on internet, Web 2.0, technology (search "slideshare" on [Google books](#))

Our CEO Rashmi Sinha was recently named amongst the worlds [Top 10 Women Influencers in Web 2.0 by FastCompany.](#)

Some things that you can do on SlideShare

Upload presentations publicly or privately

Download presentations on any topic and reuse or remix

Embed on blogs, websites, company intranets

Share on Twitter, Facebook, LinkedIn

Zipcast: free, no download, 1 click web meetings

Leadshare: generate business leads with your presentations, documents, pdfs, videos

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Slidecast: sync mp3 audio with slides to create a webinar

Embed YouTube videos inside SlideShare presentations

Use SlideShare PRO for premium features like branded channels, analytics, ad free pages etc.

~ Appendix F ~

DialMyCalls.Com

(DialMyCalls.com, CallFire.com,
or SimpleBlast.com – see Appendix O)

How does the free service work and what's the catch - Why is it free? The free service is a limited service which allows you to make only 1 group call per week with a 30 second message, to a maximum of 25 people. We also add some branding to the call that identifies the call as powered by DialMyCalls.

If you work with super busy people who don't always check their email, this might be a perfect way of getting quick information into their hands (cell phone message) with a simple 30 second message.

I enjoy using DialMyCalls for the simple, straight forward menu and process. It does cost \$.07/per 30 second call for the premium service. And, if you sign up and use:

<http://www.dialmycalls.com/signup/55782696/>

West Grove Presbyterian Church receives some DialMyCalls credits. But, you might also want to explore CallFire.com or SimpleBlast.com for a bit cheaper call rate.

~ Appendix G ~

SimpleVoiceBox.com free voicemail

I just learned about this one, so have included some of the site's description. I'm currently using it as a way of doing some research. I simply publish the phone number and access code and ask people to register their ideas. It's just a glorified voice mail box, but you can set it up for your particular needs. Also, it will send you the link to the recorded messages, so you can play them via your computer.

Here's what they say:

“A fully integrated service that works like a traditional voicemail system allowing users to record or upload outgoing greetings as well as receive incoming messages.

Features Include:

RSS & Podcast Feed

Multiple Configurations

Email Notifications

Daily Activity Report

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Online Management Tool

This service now comes with extended message time allowing incoming and outgoing greetings or messages to be virtually unlimited in length. Also has the capacity to let the voicemail organizer determine the cost for each caller by providing both toll and toll-free number options. In addition there are no contracts, commitments or hidden fees. Plus, our state-of-the-art, digital equipment delivers crystal clear voice quality and provides enhanced features for a turnkey, hassle-free voicemail system.

The website says, "This voicemail service may be useful for: School/Sports organization updates, training/educational seminars, new product information, houses for sale, invitations, directions to parties, new band/musician recordings, motivational or religious messages, promotional events and a longer list of possibilities.

To Get Started:

Click on their Register Now button, select your desired service and on the next page fill out the registration form and click submit.

The following page will display your voicemail dial in number and extension code. Print that page by clicking on the button in the upper right hand corner.

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Now you can start using your voicemail number immediately!”

~ Appendix H ~

Publishing an e-newsletter (MailChimp.com)

We also have TONS of resources for you!

Whether you'd like a basic run-through about getting started with MailChimp or guide for a particular aspect of the application, just check out our "resources" page. It's full of amazing guides you can download and keep onhand. Find it here:

<http://mailchimp.com/resources/>

You can also tune-in to one of our webinars by clicking on this link:

<http://mailchimp.com/support/online-training/>.

There's also pre-recorded webinars for those who can't make it to the live airs:

<http://mailchimp.com/support/webinar-recordings/>

These walk you through the application step by step in realtime, and MailChimp users love them!

If you just have a quick question about something you're working on or a feature we offer, just search through our Support articles, found here:

<http://kb.mailchimp.com/>.

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Please let us know if there are any additional questions! Have a great day! :o) *Thank you, Anna*

~ Appendix I ~

Create an Online Test
(TestMoz.com)

There are multiple reasons for creating an on-line test. You may simply be checking to see if your students are learning anything. You may have to prove that you covered some material (ie. Certification reasons). You may just want to have some fun with folks that you are instructing. There are lots of good reasons. And, with TestMoz.com, it's quite easy. The following are some of the Frequently Asked Questions about this free site.

4 Question Types - True/false, multiple choice, multiple response, and fill in the blank questions are available.

Professional Appearance - *The neutral color scheme works with any business or school.*

Detailed Reports - *See the scores, averages and actual responses to questions. You can even export the data to CSV.*

No Ads - *You won't find any text ads, banners, or popups.*

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No Registration - *Neither you nor your test takers have to register.*

Passcode Protected - *Prevent strangers from taking your test.*

I forgot my password. Can you retrieve it for me, please? *No. There is no accurate way to determine that you are the real owner, and not a malicious user.*

I lost my quiz URL can you retrieve it for me? *No. I made it very clear that you needed to hang on to it.*

How many questions can I put on a test? *There is no limit (yet).*

How many people can take my test? *Again, there's no limit.*

How long are tests stored? *For the life of Testmoz.*

How long is the life of Testmoz? *I don't know. I have no plans on shutting it down. Some of my other sites have been around 7+ years (which is like an eternity in internet years).*

Can Testmoz do...? *Use it and find out. It's a free application and takes less than a minute to create a (short) test.*

Can you add this really great feature to Testmoz? *I probably can, but unless it's really great, I won't. I*

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need to keep this application simple, or people won't use it.

Can I delete/clone/clear out my test? *Nope. I was too lazy to implement that feature.*

Do you have a phone number I could call for support?
No.

~ Appendix J ~

Free iTunes Resources!

Using iTunes podcasts and
iTunes University for your research
(www.apple.com/itunes/)

There is a wealth of information available for free in iTunes. Many people think of iTunes as a place that only sells music downloads. It certainly does this and does it well, but I spend most of my time with the avalanche of free knowledge. I find this information in two main areas. The first is in the podcast area. The second is in the iTunesU area (iTunes university).

The other misconception about iTunes is that you need an iPod to participate. This is not true. As long as you have a computer that can download iTunes, you can download and listen to audio programs and you can download and watch video content.

There are many ways to search for information in iTunes, but I primarily use the built-in search feature. Click on the iTunes Store tab and then enter your curiosity in the search window. For instance, if you are looking for information about leadership, you would simply type “leadership” into the search box. iTunes would display many categories of information

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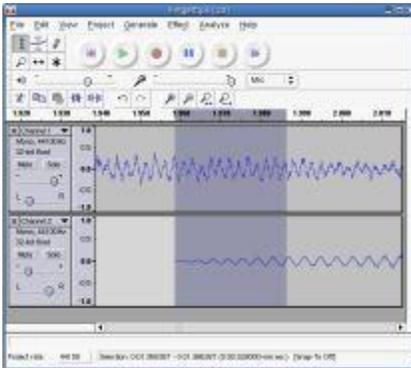
on leadership. You then scroll through these categories, such as TV, Songs, Audiobooks, Books, iPhone Apps, iPad Apps, and Podcasts. For any of these you are able to purchase them (providing you have an account), or download them for free (without an account).

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~ Appendix K ~

A Powerful Audio Editor for
podcasts and presentations
(<http://audacity.sourceforge.net/>)

The Free, Cross-Platform Sound Editor



Audacity® is free, open source software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems. [Learn more about Audacity...](#) Also check our [Wiki](#) and [Forum](#) for more information.

The latest release of Audacity is [1.3.13 \(Beta\)](#). This is our active version with the latest features and fixes. We recommend this version for more advanced users, and for everyone on Windows 7, Windows

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Vista and Mac OS X 10.6/10.7. Documentation and translations into different languages may not be quite complete. See [New Features in 1.3](#) for more information about the 1.3 Beta series.

[Audacity 1.2.6](#) is our main release, complete and fully documented, but no longer under development. You may install Audacity 1.2.6 and 1.3.13 on the same machine.

~ Appendix L ~

Publish a podcast (Podomatic.com)

Podomatic is a free site for creating your own podcasts. It gives you some excellent instruction on recording and uploading the podcast for your listeners' enjoyment. Here are some of the Frequently Asked Questions:

I'm new at this. Do I need special skills or equipment?

No! PodOmatic is perfect for people who are just starting out. Publishing an episode is a step-by-step process where you write a title and description, upload an audio or video file and that's about it. Try it for yourself:

How do I record and mix audio?

The PodOmatic Audio Recorder

The PodOmatic Audio Recorder is the easiest way to capture audio performances in front of your computer. Simply record from your browser window using a webcam or microphone, up to one hour at a time. To use: [Start posting a new podcast episode \(http://www.podomatic.com/publish/index\)](http://www.podomatic.com/publish/index), then at

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the Audio/Video step, select "Record using a webcam or microphone".

Record and Mix from Your Desktop

There are lots of free recording and editing programs out there. Here are a few we like:

[Windows Movie Maker](#) (Windows only) is a video recorder and editor built right into your operating system. Search for it on your computer and create a masterpiece in minutes.

[Garage Band](#) (Mac only) is Apple's easy-to-use mixing and recording software. Harness the simplicity and power of your Mac for high-quality sound production.

[Myna](#) is a browser-based audio mixer and recorder. No download required. Produce audio clips then save them to your desktop to upload to PodOmatic.

[Audacity](#) is a free, downloadable sound editor and recorder. You can use it to record live audio, convert tapes and records into original recordings, cut, copy, splice or mix sounds together, and much more.

~ Appendix M ~

Using Youtube for research (youtube.com) (keepvid.com – to download video clips and music from youtube)

Here are a few ideas for using youtube.com. A friend of mine recently completed a major addition to his house by using youtube.com for instructional videos on plumbing and wiring. He did have his work professionally inspected and certified, but by using some excellent free instruction, lowered his cost tremendously!

I use youtube to help me select hymns for worship. If I like the lyrics of a hymn, but just can't place the tune, I enter the title in youtube and often find the hymn recorded by a number of venues. This helps me in the selection process.

Also, if you are preparing any type of presentation and need an educational, funny or instructional video clip, you may be able to find it on youtube and then download it by running the "keepvid.com" application in another window. The videos are stored in your downloads directory.

~ Appendix N ~

**Publish Your Book for Free
(LuLu.com or CreateSpace.com)**

Information is growing in an exponential way these days. One of the contributing factors is the long list of free publishing houses. I only cite two of them here, but if you want to be published and see your name in print, the only thing between you and your first book is the “sitting down and writing it.” You can have your book published in a matter of minutes on one of the many do-it-yourself sites.

For my first book, I used LuLu.com. It was very easy to use. And, it would have been an even smoother experience if I would have read the instructions. In my typical shoot, then aim sort of style, I wrote my book in Microsoft Word, using Arial or Times New Roman, 12 pitch font in an 8.5 by 11 inch format. Then I uploaded the Word document or maybe the Rich Text Format version to the LuLu website and asked it to make a 6 x 9 inch book. It obliged nicely and then showed me the finished book. I even ordered 5 of my first version to start giving away. To my horror, the formatting changed quite a bit when I got the book. The new chapters and paragraphs started almost randomly. It may have taken me two more revisions to finally figure out that I couldn't

Achieving ~the story~

expect the website formatter to adjust for my 8.5 x 11 formatted page. Once I changed my own page layout, the final book version looked pretty good.

~ Appendix O ~

Simple Blast (www.simpleblast.com)
Call less and reach more people!
This is another version of
“DialMyCalls.com”

Confirm a new meeting time, schedule an important event, send out a quick reminder or let everyone know about your big newsflash, it's all easy to do with SimpleBlast.

I'm a church pastor, so often have to get the word out to people about prayer needs, events, or situations. The very best use of my busy time is in having a simple, elegant way to record a message and then have it instantly sent to all of my fine folks who are not using email. In fact, this technology is so good, it might even be useful for those who are always connected. It mixes up the medium and helps to get the word out – either to a voice mail system or the real person (if they pick up the phone).

~ Appendix P ~

Free Anti-Virus Program for your
computer – Avast.com

Avast.com is rated top-notch as an anti-virus program. If you have doubts, simply google the results of Avast versus another popular anti-virus program.

~ Appendix Q ~

Free Website Creation Weebly.com

According to the technical support gurus at weebly.com, there is great help at the following locations:

A good resource is our Beginner's Guide to Weebly. You can find it here:

<http://help.weebly.com/beginners-guide.html>

We also host two free, online, live training sessions every week to walk new users through the ins-and-outs of building a website Weebly. You can register to attend one of those sessions here:

<http://help.weebly.com/live-training.html>

Want step-by-step training? Register for one of our free / online live training sessions at

<http://help.weebly.com/live-training.html>.

And if you haven't already, be sure to check out our searchable help site at <http://support.weebly.com>.

~ Appendix R ~

Free Scheduling Assistant
Tungle.com

(<http://tungle.me/home>)

Your free personal scheduling assistant

I am a gmail user for email and also use the gmail calendar that connects to my iPhone. By using a free Tungle.me account, it allows me to send a link to people who may want to see my meeting availability. They use the tungle address and send me a few possible dates for meetings. I can either accept them or reject them. If I accept the date, it is entered directly into my google calendar (and thereby into my iPhone calendar). Could be a handy feature.

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~ Appendix S ~

SendBigFiles.com or

TransferBigFiles.com

Use these sites to send large music files or video files when your email handler just won't handle the file. Very handy applications for sending those "hard to handle large files."

Tiny.cc

Have you ever wanted to reduce those long, hairy website addresses (URLs) to something manageable? Just go to tiny.cc and register for a free account. It will help you make a URL like the following:

http://www.marshallgoldsmithlibrary.com/cim/articles_display.php?aid=110

into - <http://tiny.cc/4t8dg>

Oh, by the way, check out the marshallgoldsmithlibrary.com for excellent free resources. The one above is a phenomenally effective exercise to help people improve in life.