

Life Hack: Slow Entry

I also do what I call my "Slow Entry" to the day. Most people get up and "hit the ground running" checking their cell phones and emails immediately. I get up, make a cup of tea, head outside and watch the sun come up. I think about what I'm grateful for and then set an intention for my day. This takes about 10 minutes and allows me to create my day as opposed to my day being created for me. Gratitude is a very powerful way to start a focused day!

Michael Linardi

Life Hack: Productivity Worksheet

I plan my work before doing the work each day. I fill out a productivity worksheet every day that has multiple sections: top section is three major projects that move me closer to my vision and goals; the middle section is people: Who do I need to reach out to? and Who I am waiting on?; the bottom section is priority items where I list my to-do's for the day which includes checking my email at a scheduled time.

Tracy Dowdy

Life Hack: Scheduled Message Time

I turn off all of my notifications for emails, text messages and social media. I schedule time to read/reply to email versus letting it dictate my day.

Tracy Dowdy

Life Hack: One Word

In the book, “One Word That Will Change Your Life,” the authors tell us that, each year, there’s a word meant for you and when you find it, live it, and share it, your life will become more rewarding and exciting than ever.

I’ve followed their advice for the last four years and my words, LIGHT, TOGETHER, UNLEASHED, and PRESENCE, have provided a sense of purpose and direction that have led to tangible results in my work and life. For me, the process is as simple as reflecting on what’s important in my life at the moment and listening for a single word that sticks.

For 2017, my word is CONNECTIONS! My personal and professional progress is dependent on them. So ... what’s your ONE WORD for 2017?

Jeff Thoren

Life Hack: Dropbox Professional

Allows me to access documents from any of my computers or handheld devices and always have an updated version of any document or file. I also can share files with anyone whom I wish, either with a link or an ability for them to join the folder so they can both download and/or edit documents. Saves an inordinate amount of time transferring documents back and forth.

Gary Ackerman

Life Hack: 1Password

It's my #1 used app. I use it every day. I store every login, all my credit cards, my passport number, EVERYTHING. When I want to login to any site (including my VetPartners member login) I go to 1Password, type in the site and click. 1Password takes you to the login page, fills in the uname and pw, and clicks login. Presto. I don't have to remember URLs, I have no bookmarks, I don't need passwords. Everything is in 1Password and it syncs between my cellphone and laptop so all changes are always up to date. It's routinely reviewed as a secure app. All in all, it makes my life easy, easy, easy.

Martin Traub-Werner

Life Hack: Typelt4Me

This online plug in allows you to use shortcut codes for frequently typed phrases you use regularly in email or forms.

It is very similar to the “shift-space” feature in AVImark which can save various snippets associated with 4 character short codes. For example, SSDS (Stacee Santi Dog Spay) will generate my surgery write up for that procedure. It makes record keeping much faster. You can make short cuts for common dismissal instructions and medication directions too.

Stacee Santi

Life Hack: Doodle

I like Doodle (www.doodle.com) for scheduling group meetings. It allows you to create a "poll" of days and times you're available to meet and let others vote by submitting their availability. It's free, easy, and materially reduces the time it would otherwise take to coordinate a meeting schedule when more than a few people are involved.

Peter Alberti

Life Hack: Tripcase

I'm on the road a lot. Tripcase is awesome. It organizes every aspect of travel -- flights, hotels, meals, car rentals. It puts it all on a timeline. You can share your itinerary (or parts of it) with colleagues and loved ones. It syncs with the airline systems and I'm often notified of flight delays before the airline makes the announcement. There are other travel apps that people love but Tripcase is indispensable for me.

Martin Traub-Werner