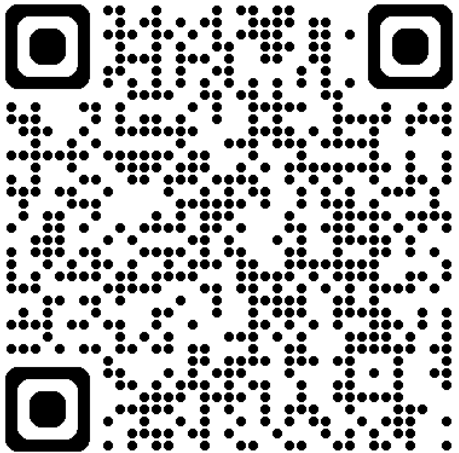
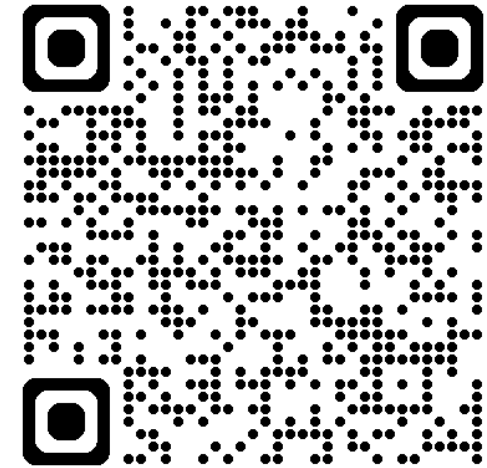


Work Smarter, Not Harder

✓ **You have support for questions:**

✓ **Call or Text 630-774-7944, or Steve@TurnerTimeManagement.com**

✓ **Each organization can set up a free
(complimentary) consultation with me:**



**Take advantage of our ERA Special Offers
(expire soon)**



Leverage Technology to Work Smarter, Not Harder.



Seminars | Training | Coaching

More Success. Less Stress.



**Turner Time Management, LLC Stephen
Turner, CEO & Founder**
www.TurnerTimeManagement.com
Steve@TurnerTimeManagement.com
630-774-7944

Leverage Technology to Work Smarter, Not Harder

2025
ERA
CONFERENCE

POWER OF INFLUENCE
ELEVATE, EXPAND, EVOLVE
Austin, TX | February 23-25



Combining advanced time management with technology makes for a powerful combination to achieve more success. Laptops, smartphones, tablets and apps can be powerful tools for sales professionals, but they can also be a time-wasting distraction; Steve will show you how to use them all more effectively to save time and improve your sales results.

Background on Stephen Turner

Former Executive Vice President of CLOVER

- **Clover is a manufacturer/distributor of private brand ink/toner cartridges & recycling**
- **Hired Seven Firms (86 reps total) to grow our sales and presence in the USA and CA.**
- **In '03, a customer asked me, "Did you get my e-mail?"**
 - **I replied, "I think so, but I've been out of the office...". Two words changed my career, "So what?"**
- **Created TurnerTimeSM in '06 to show how to use technology to save more time/effort**
 - **Strategies/tips for computers, smartphones, tablets, Microsoft 365, Google Workspace, & Apple**
 - **Have worked with thousands of business professionals and over 300 companies; including manufacturers, manufacturer representatives and distributors.**



Certified Instructor for The Manufacturers' Representatives Educational Research Foundation (MRERF) and provides CPMR "Technology 101" training yearly, since 2018 at the AT&T Educational Center in Austin, TX.



2024 Official Honoree of The Brainz CREA Global Awards; a prestigious list of top entrepreneurs, influential leaders, and innovators who have been recognized for their innovative ideas, resourcefulness, or their accomplishments in the areas of sustainability and mental health.



TurnerTime Clients Include:



JIM BRYCE
& ASSOCIATES



Midwest P.T. Sales



Southwest Sales



ENGINEERED INDUSTRIAL PRODUCTS INC.
Manufacturers Representatives



Industri/Motion, Inc.



Keller
INDUSTRIAL PRODUCTS, INC.



BOSTON-MCDERMOTT
CALIFORNIA :: ARIZONA :: NEVADA :: OREGON :: WASHINGTON :: IDAHO



E.K. Lay



PPM
POKLAR POWER MOTION



STONE
SALES
AGENCY



Association I Have Worked with Include:

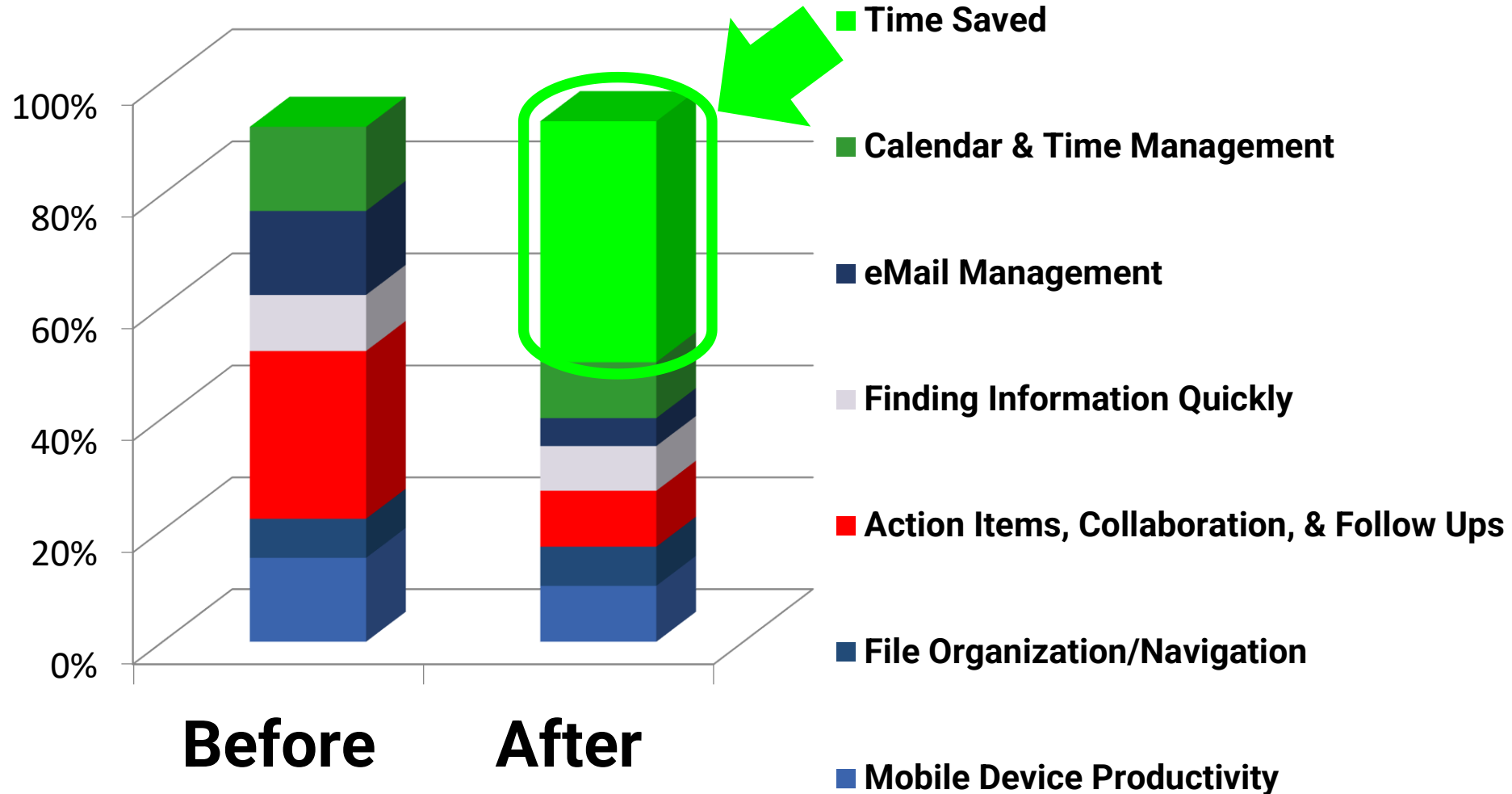


Other Questions I Was Asking Myself (maybe you do too):

- **Where did my day go?**
- **How can I spend fewer hours in e-mail?**
- **Why is it difficult to find emails or other information quickly, every time?**
- **How can I get out of reactive mode and become more proactive in my business?**
- **How can I make more sales in less time?**
- **How can I stay “top of mind” with my customers and prospects?**
- **How can I handle all the follow-ups I need to make?**
- **Why do I have difficulty organizing priorities and knowing ‘what to do next’?**

Large % of time you spend on your computer, smartphone, and/or tablet, IS PREVENTABLE - YOU CAN *REDUCE WASTE*

We often hear, "I didn't know you could do that!"

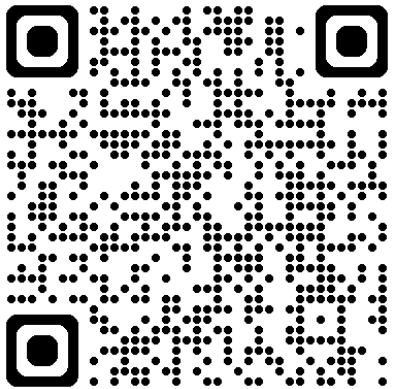
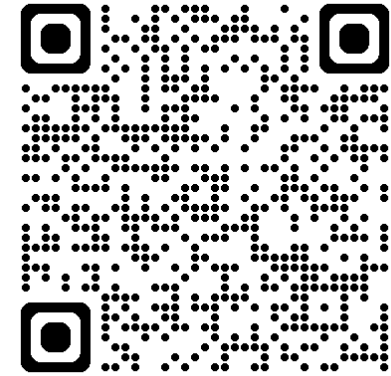


You have any support you need

✓ You have support for questions

✓ Call/Text 630-774-7944, or Steve@TurnerTimeManagement.com

✓ Each organization can set up a free
(complimentary) consultation with me:



Take advantage of our ERA Special Offers
(expire soon)

3

**Key Insights
From the Past 20
Years**



Address the challenges of technology-driven *'information overload'* by incorporating additional training or coaching.

This will **empower** better management of email, priorities, and time, facilitating a transition from a reactive to a proactive mode while combating information overload.

2

Enhance the essential skill for the 21st century; learning to **become more 'indistractable,'** as advocated by Nir Eyal, Instructor at Stanford's Graduate School of Business.

*A study by Gloria Mark at the University of California revealed that **44%** of interruptions are self-generated. Maintaining focus is crucial; otherwise, distractions and interruptions can dominate your day.*

3

Optimize daily efficiency by investing **15-30** minutes at the beginning or end of each business day to manage emails, action items, projects, and schedule dedicated time for their completion.

Embrace 'The Daily Wrap' to stay organized and save valuable time—remember, ***15 minutes of planning can save up to an hour of work*** (15 SAVES 60).

**Strategies +
60 Second Habits
= SUCCESS!**

Strategies: Examples you and your team can put into action TODAY.

- Use Outlook or Gmail on your smartphone/tablet (NOT the mail app).
- Start your computer sessions on your calendar NOT your email.
- Search and find emails and files in under a minute, virtually every time.
- OneNote (joined with Remarkable or Rocketbook) to organize all notes
- On your iPhone or Android, pin your key texts to top of your Messages
- For Sales, use Repfabric, Distifabric, or Manufabric to increase sales success



POWER OF INFLUENCE
ELEVATE, EXPAND, EVOLVE
Austin, TX | February 23-25





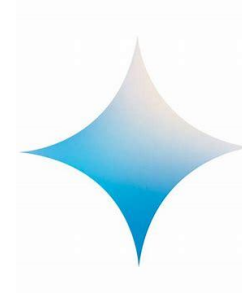
60 Second Habits: Examples you can put into action TODAY.

- Use Auto Correct/Quick Parts/eMail Templates for frequent phrases, terms, & text/images
- Right click to start a new email (Outlook) or 3D Touch on iPhone/Android
- Quickly convert emails into meetings with (in Outlook desktop and mobile).
- Share your calendar availability electronically, in seconds, not minutes.
- Speak a note, task and/or meeting (w/o having to look at your calendar)



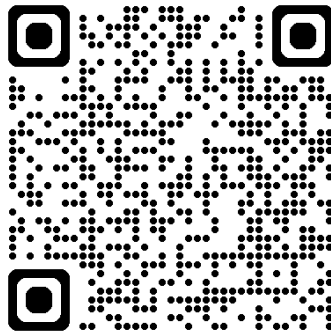
2025
POWER OF INFLUENCE
ELEVATE, EXPAND, EVOLVE
Austin, TX | February 23-25





Generative AI, (GenAI aka AI)

[Time & Technology Management Playbook - Turner Time Management, LLC](#)



“The Set Up”



**When preparation meets
opportunity, it generates what many
call “luck”.**

**You must prepare to be successful.
Set your technology up in ways to be more successful...**

Strategy: Managing Your Mobile Technology



Create an Efficient
Electronic and
Physical Workspace



Streamline The Way
You Do Things and
Increase Efficiency...



...No Matter Where
You Are Working
From

Strategy: When you can, focus on **ONE** location for:



Calendar Events (Meetings, Webinars, Calls, Etc.)



Contacts (You can scan Business Cards)



Things you are awaiting a response on



Actions you need to complete



Notes



Documents & Files



Control Your Interruptions by Notifications

Use Time Blocking to Focus YOUR Essentials

New Email
Alerts

Follow Up
Flags,
Calendar
Reminders
Task Alerts

Microsoft
Teams
Notifications

Text
Messages

Messenger
Chats &
Social Media
Notifi cations



The Seven “Silos” Streamline to Save Time



“Pillars of Productivity” – Create & Manage Only ONE place for:

CALENDAR Outlook

ALL Business
Related and Time
Specific Meetings,
Appointments and
Tasks

On PC/MAC:
Classic Outlook

iPhone/iPad:
Outlook for iOS
Android: Outlook
for Android

EMAIL Outlook

ALL Business-
Related eMail

On PC/MAC:
Classic Outlook

iPhone/iPad:
Outlook for iOS
Android: Outlook
for Android

CONTACTS (or CRM) Repfabric

ALL Activity
For ALL Customer,
Prospects & Leads

On PC/MAC:
Repfabric Add-In
for Outlook

iPhone/iPad/
Android: Contacts
or
Repfabric app

NOTES OneNote

ALL Business-
Related Notes
**Handwritten
Notes with
Remarkable,
Rocketbook, or
“Share Button”*

On PC/MAC:
OneNote (Desktop)

iPhone/iPad/
Android:
OneNote App

TASKS & PROJECTS Microsoft To Do/ Planner

ALL non-time
specific Tasks &
Projects

On PC/MAC:
Microsoft To-Do
App

iPhone/iPad/
Android:
To-Do App

FILES OneDrive/ SharePoint

ALL your company
files, documents,
and your computer
desktop

On PC/MAC:
OneDrive
SharePoint

iPhone/iPad/
Android:
OneDrive &
SharePoint Apps

TEAMWORK Microsoft Teams

HUB for ALL
information related
to specific
customers and
suppliers

On PC/MAC:
Microsoft Teams
(New)

iPhone/iPad/
Android:
Microsoft Teams
App

**Strategies +
60 Second Habits
= SUCCESS!**

“60 Second Habits” that can avoid multi-tasking and keep you improving

- ✓ **Right click shortcut**
- ✓ **Using Quick Parts and/or Auto Correct when composing emails**
- ✓ **Capitalizing on using Dictation on the phone and computer**
- ✓ **Scheduling meetings without the “back & forth” using Microsoft Bookings**
- ✓ **The Daily Wrap (“15 Saves 60”)**
- ✓ **Reducing Distractions/Interruptions**
- ✓ **Avoiding multitasking (whenever feasible) using “60 Second Tech Habits”**
- ✓ **Leveraging ‘Parkinson’s Law’ (“The work fills the time”)**
- ✓ **Leveraging Microsoft Teams and Microsoft Loop to streamline collaboration**
- ✓ **Optimizing Laptop, Smartphone, Tablet (Digital Writing/Reading Pad)**
- ✓ **Finding emails and files much faster using advance search criteria**
- ✓ **Using OneNote as my “single source of truth” for notes organization**

Upskilling/ Boot Camp Program

What You Will Learn

- ✓ Manage Email in Less Time with Less Effort
- ✓ Find Emails & Files in Seconds
- ✓ More Effectively Manage Your Calendar & Time
- ✓ Prioritize & Complete Quicker Tasks/To-Dos
- ✓ Less Time & Effort on your Laptop/Smartphone/Tablet
- ✓ Microsoft Teams for Collaboration & Information Sharing
- ✓ **& More!**

During the Program You Will Receive:



Four, one-hour LIVE Webinars and their recordings

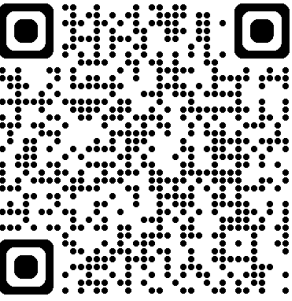


93-Page Boot Camp Playbook, Outlook and Windows 10 Quick References



UNLIMITED Follow-up Coaching sessions for every employee

Upskilling/Boot Camp Program



SPECIAL OFFER*:

\$200 off per employee

Normally \$750 per employee

***for ERA members**

Custom Dashboards with Power BI is a Microsoft Tool that helps you make sense of data and turn it into meaningful insights



Get Data

Connects to a wide range of data sources



Analyze

Build powerful models for flexible measures



Visualize

Interactive visualizations, such as charts, graphs, and maps



Publish

Access anywhere, anytime, & on any device



Collaborate

Share with key stakeholders {i.e., sales, manufactures, leadership}



BBB Techs & Turner Time Management have done a tremendous job harnessing the power of our data, transforming it into actionable insights that drive our business forward. Their expertise in data analysis and visualization has given us a new perspective, providing a bird's eye view of the heartbeat of the company....

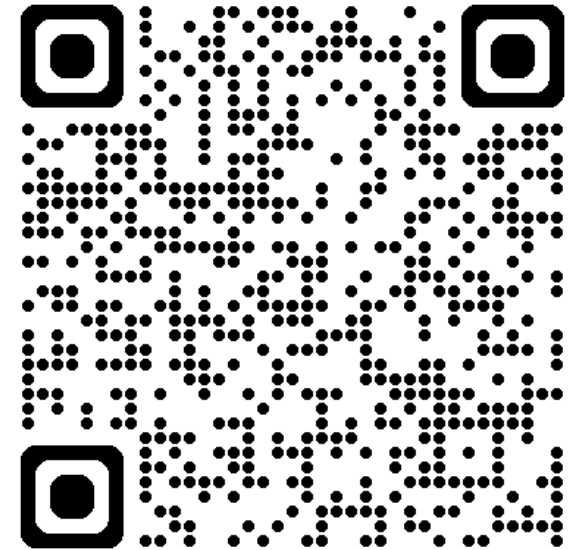
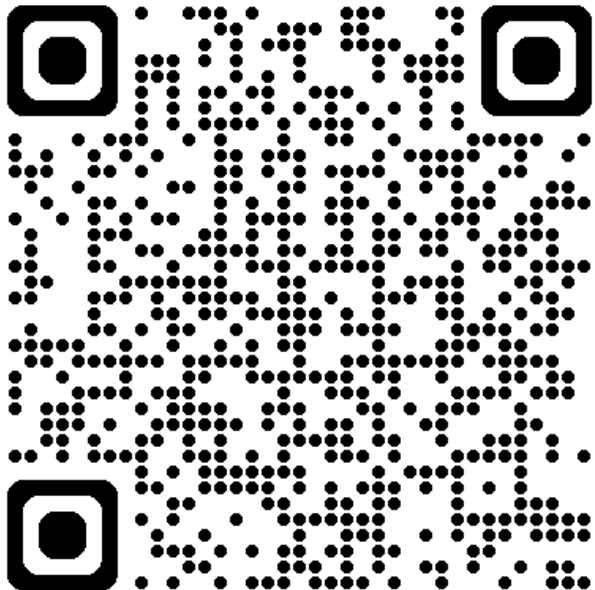
JON WIGGS, President. Wiggs, Hahn, & Bohan

You have any support you need

You have support for questions

Call/Text 630-774-7944, or Steve@TurnerTimeManagement.com

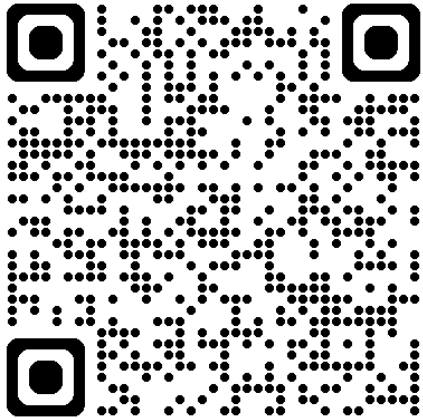
Each organization can set up a free (complimentary) consultation with me:



Take advantage of our ERA Special Offers (expire soon)

Thank you!

Schedule a Coaching
Call with me



**Turner Time Management, LLC Stephen
Turner, CEO & Founder**
www.TurnerTimeManagement.com
Steve@TurnerTimeManagement.com
630-774-7944

