

# Time Management

## Articles

- [Google Advanced Search Operators: 50+ Google Search Commands](#)
- [3 Ways to Increase Your Computing Power](#)
- [Outsourcing from a Narrator's Perspective](#)
- [Karen's 5 Tips to Combat Clutter Before It Kills Your Career](#)
- [5 Things I Learned From Margaret Mitchell's Letters](#)

**Tuesday Tips**— My postcard series of 52 tweets containing bite-sized actions to take.

- [6 Repurpose Content](#)
- [7 Use Text Replacement](#)
- [8 Create Inbox Rules](#)
- [9 Canned Messages and Templates](#)
- [13 Google Site Search](#)
- [16 Keyboard Shortcuts](#) (my #1 tip for speeding up your workflow)
- [17 Memory Aids](#)
- [19 Schedule Tasks](#)
- [28 Connect Some Apps](#)
- [32 Systematize Your Biz](#)

# Marketing and Branding

## Articles/Podcasts

- [On Being with Krista Tippett: Seth Godin – Life, the Internet, and Everything](#)
- [3 More Networking Tips for Introverts](#)
- [44 Ways to Follow Up with Your Prospects](#)

## Books

- [Get Clients Now!](#) by CJ Hayden
- [Show Your Work!: 10 Ways to Share Your Creativity and Get Discovered](#) by Austin Kleon

## Tuesday Tips

- [15 Your Domain Name and Email Address](#)
- [33 Refine Your Mailing List](#)
- [37 Manage Your Contacts](#)

## Twitter Thread

- Harper Audio Associate Publisher Caitlin Garing shares pointers about narrator web sites and demos in [this Twitter thread](#)  
(the memes alone are worth a look!)

## Videos

- [Bonnie Gillespie's 5x5 Content Planning Method part 1](#)
- [Bonnie Gillespie's 5x5 Content Planning Method part 2](#)
- [Bonnie Gillespie's 5x5 Content Planning Method part 3](#)

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[NarratorsRoadmap.com](#) is THE destination for narrators of all levels!

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