



Techni "Kal" ki Tayari...

TECH TIPS AND TECHNIQUES

Purvil Boricha

Email : purvil2004boricha@gmail.com

WHY NEED FOR TECH TIPS...?

Becoming technology savvy can help individuals improve their work performance and enhance their quality of life. In current world, it is pre-requisite for people to understand certain technical skills to accomplish their work responsibilities. By reviewing some key tech tips & techniques and ways to learn them, you can better determine which options can help you succeed.

SOME TECH TIPS & TECHNIQUES...!

1. USE TECH TO BEAT TECH: (Website Blocker-[StrictWorkflow](#))

Productivity enthusiasts will love Strict Workflow, a free browser plug-in loosely based on the Pomodoro (time management) Technique of working in focused bursts, followed by short breaks. It's a wonderful tool for timing work sessions and blocking distracting sites.

Most people know where features like silent mode or pause all notifications are on their phones, desktops and laptops, but you can go a step further with add-ons and website blocker [StrictWorkflow](#), which enforces a 25:5 minute workflow: 25 minutes of distraction-free work, followed by five minutes of break.

(These timing can be altered as per our specification)

2. USE GOOGLE SEARCH OPREATORS:

Google search operators are special commands that extend the capabilities of regular text searches on Google. These search commands help you navigate specific websites or narrow down your search results. For instance, the “site:” operator returns specific results from a particular website.

Eg: Typing “site: [icai.org](#) taxation”, will display all articles that contain the taxation keyword published on the website.

3. TAP INTO THE POWER OF BROWSER EXTENSIONS:

Extensions are like mini apps that add functionality to your browser, enhancing productivity and customization with right combination of extensions, making your tech life more enjoyable.

Few of the extensions are Ad blocker, time tracker, language translators etc.

4. BETTER MANAGE YOUR BROWSER TABS: ([OneTab](#))

If you're opening a lot of different tabs in Chrome and your computer is burning up, try using [OneTab](#) to convert all of your tabs into a list. It will help you to save up to 95% memory and reduce tab clutter.

5. WEB BROWSING TRICKS:

Automatically add “www.” and “.com” to a URL, you can cut off a couple of seconds typing in a URL by simply pressing “Ctrl + Enter” after you type the name of the site.

Need “.net” instead of “.com”? Press “Ctrl + Shift + Enter” instead.

6. MAKE YOUR CALENDAR WORK HARDER:

Time is most valuable so Prioritizing time slots and adding it to the calendar becomes much easier to see, at a glance, what is to be achieved in a particular day all comes in calendar.

This can help you make necessary decisions and arrange according to the time and importance of work.

7. TAKE SCREENSHOT LIKE A PRO: (Snipping tool)

Using a snipping tool offers more functionality than manual screenshot capture methods like using PrintScreen key alone, as it provides more efficient ways for organizing and managing multiple simultaneously taken screenshots at once without needing any additional assistance from external image editing software applications.

To do this, Windows users should press “Start + Shift + S” to invoke the Snipping Tool and then use the mouse to select an area on the screen.
