

Tips for Working on the Road



Planning & Organization

Automate. Delegate. Downsize.

Set proper expectations.



Communicate with your coworkers.



Be prepared to work offline.



Downsize your devices.



Charge & Sync before you leave in the AM.



Invest in a Mobile Hotspot.



Helpful Apps



Any.do.



Google Keep



Wunderlist

Create a Schedule

Record. Zone. Buffer.

Record appointments into an agenda that goes everywhere with you.



Zone your appointment book.



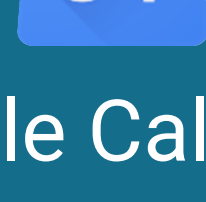
Include a buffer for your appointments.



Helpful Apps



CloudCal



Google Calendar



Wave

Pack the Right Tools

Devices. Organization. Storage.

Tablet



Smartphone



Charging Cables

Charging Block



Forms & Applications



Go paperless where you can.



Store documents in the cloud.



Car Office



Storage Crate for Hanging Folders



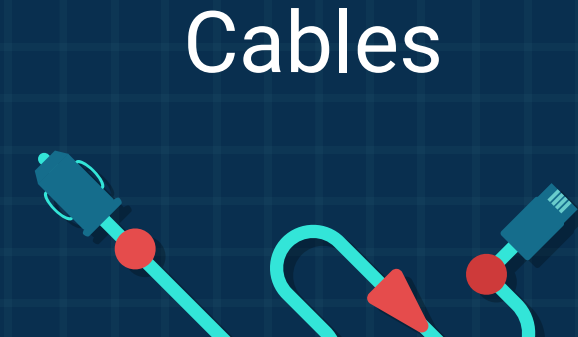
Know where to print on the go.



Clothes Hanger



Car Charging Cables



Helpful Apps



DropBox



Google Drive

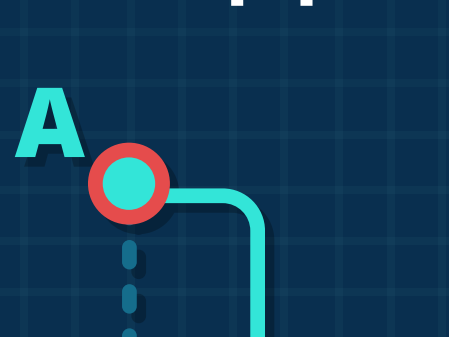


OneDrive

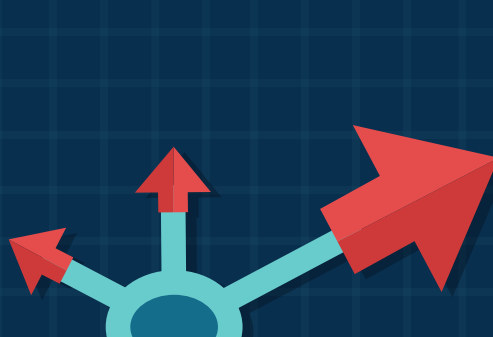
Productivity

Plan. Focus. Unplug.

Always have a backup plan.



Don't Multitask.



Disconnect from Wi-Fi.



Helpful Apps



Evernote



Notebook



OneNote



SimpleNote



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