

Fill Your Toolbox: 10 Essential Technology Tools for Talent Development Professionals

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Tips

1. Technology is _____ . Do not be _____ .
2. Determine your _____ .
3. Find what _____ .
4. If a tool does not work for you, _____ !
5. There are a lot of _____ options, but sometimes you will have to _____ for a solution.

Tools for Effective Online Research

Purpose	Tool	Description	Ideas	Try it Out
Block Ads	uBlock	https://www.ublock.org/		<input type="checkbox"/>
Save Links to Review Later	Pocket	https://getpocket.com/		<input type="checkbox"/>
Create Notes and Clip Content	Evernote	https://evernote.com/		<input type="checkbox"/>
Create PDF of Website	Browser Print	Chrome: Right-Click on webpage > Print > Destination: Save as PDF Firefox: File > Print > Set Printer to Microsoft Print to PDF Safari: File > Export as PDF Edge: Right-Click on webpage > Print > Microsoft Print to PDF		<input type="checkbox"/>

Capture Ideas and Manage Content

Purpose	Tool	Description	Ideas	Try it Out
Capture Notes	OneNote	https://site.onenote.com/		<input type="checkbox"/>
Save Files	Dropbox	https://www.dropbox.com/		<input type="checkbox"/>
Mindmapping	Mindmeister	https://www.mindmeister.com/		<input type="checkbox"/>
Survey Forms	Google Forms	https://www.google.com/forms/		<input type="checkbox"/>

Track Projects, Tasks, and Deadlines

Purpose	Tool	Description	Ideas	Try it Out
Kanban-Style	Trello	https://trello.com/		<input type="checkbox"/>
To Do List	Todoist	https://en.todoist.com/		<input type="checkbox"/>

Bonus Tools

Purpose	Tool	Description	Ideas	Try it Out
Calendar	Google Calendar	https://www.google.com/calendar		<input type="checkbox"/>
Kanban, Lists, Calendars, and Mindmapping	Zenkit	https://zenkit.com/		<input type="checkbox"/>
Collaborate to find meeting times	Doodle	https://doodle.com/		<input type="checkbox"/>
Communication with teams, can cut down on email	Slack	https://slack.com/		<input type="checkbox"/>
Video and Web Conferencing	Zoom	https://zoom.us/		<input type="checkbox"/>

Notes