

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

By Ronda Davis

### 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	<a href="https://www.ublock.org/">https://www.ublock.org/</a>		<input type="checkbox"/>
Save Links to Review Later	Pocket	<a href="https://getpocket.com/">https://getpocket.com/</a>		<input type="checkbox"/>
Create Notes and Clip Content	Evernote	<a href="https://evernote.com/">https://evernote.com/</a>		<input type="checkbox"/>
Create PDF of Website	Browser Print	<b>Chrome:</b> Right-Click on webpage > Print > Destination: Save as PDF <b>Firefox:</b> File > Print > Set Printer to Microsoft Print to PDF <b>Safari:</b> File > Export as PDF <b>Edge:</b> 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	<a href="https://site.onenote.com/">https://site.onenote.com/</a>		<input type="checkbox"/>
Save Files	Dropbox	<a href="https://www.dropbox.com/">https://www.dropbox.com/</a>		<input type="checkbox"/>
Mindmapping	Mindmeister	<a href="https://www.mindmeister.com/">https://www.mindmeister.com/</a>		<input type="checkbox"/>
Create Survey Forms	Google Forms	<a href="https://www.google.com/forms/">https://www.google.com/forms/</a>		<input type="checkbox"/>

Visit <https://rondadavis.com> for a clickable PDF of the tools

Track Projects, Tasks, and Deadlines

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

Bonus Tools

Purpose	Tool	Description	Ideas	Try it Out
Calendar	Google Calendar	<a href="https://www.google.com/calendar">https://www.google.com/calendar</a>		<input type="checkbox"/>
Kanban, Lists, Calendars, and Mindmapping	Zenkit	<a href="https://zenkit.com/">https://zenkit.com/</a>		<input type="checkbox"/>
Collaborate to find meeting times	Doodle	<a href="https://doodle.com/">https://doodle.com/</a>		<input type="checkbox"/>
Communication with teams, can cut down on email	Slack	<a href="https://slack.com/">https://slack.com/</a>		<input type="checkbox"/>
Record short videos up to five minutes	Jing	<a href="https://www.techsmith.com/jing-tool.html">https://www.techsmith.com/jing-tool.html</a>		<input type="checkbox"/>
Conferencing with audio and screen sharing	Join.me	<a href="https://www.join.me/">https://www.join.me/</a>		<input type="checkbox"/>

Notes

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