

# A quick guide to Google-1st productivity

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As you undertake your Google-1st projects you'll appreciate that speeding up the process is essential if you are to succeed in dominating the search engines for your chosen keyword phrases.

That's why I'm dedicating this special bonus section to providing you with hints, tips and tools that you can use to speed up your productivity.

## Don't stress about timing initially

First of all it's important to understand that on the first occasion that you carry out a Google-1st project, you should not put yourself under pressure to beat the clock. The most important thing is that you understand and fully appreciate each step that you are taking. I therefore do not recommend that you focus on timing until you are ready to complete your second Google-1st project.

## Use the time column provided in your spreadsheet

As you look at the Google-1st Campaign Spreadsheet you will have noticed that I have provided a column on the left-hand side which is headed up **time**. This is intended for you to use to record how long it takes you to complete each section of the Google-1<sup>st</sup> SEO process. The very first thing to note is how long the existing process takes you to complete.

## Use an online stopwatch

Now we have the basis upon which to judge or progress and because we can measure each element of your Google-1st project, we can also work on strategies to speed things up. From now on I want you to always take a note of how long you spent working on each individual element of your Google-1st project. For this purpose is useful to have a stopwatch available. I used an online stopwatch which you can find right here <http://www.online-stopwatch.com>





Helpfully you can start and stop this stopwatch by hitting the pause button in order to keep accurate track of your timings.

## Cutting-and-Pasting more quickly using shortcut keys

You're going to be doing an awful lot of cutting and pasting.

Virtually every step in Google-1st involves either taking something from your spreadsheet and pasting it into a webpage or vice versa.

At the minimum you are therefore going to want to know how to use the keyboard shortcuts on your computer. The chances are you already aware of the shortcuts, but for any newbies out there these are the commands that you require:

Ctrl + C	Copy Selected Copy
Ctrl + V	Pastes Selected Copy

On a Mac you simply replace the control key with the apple key.

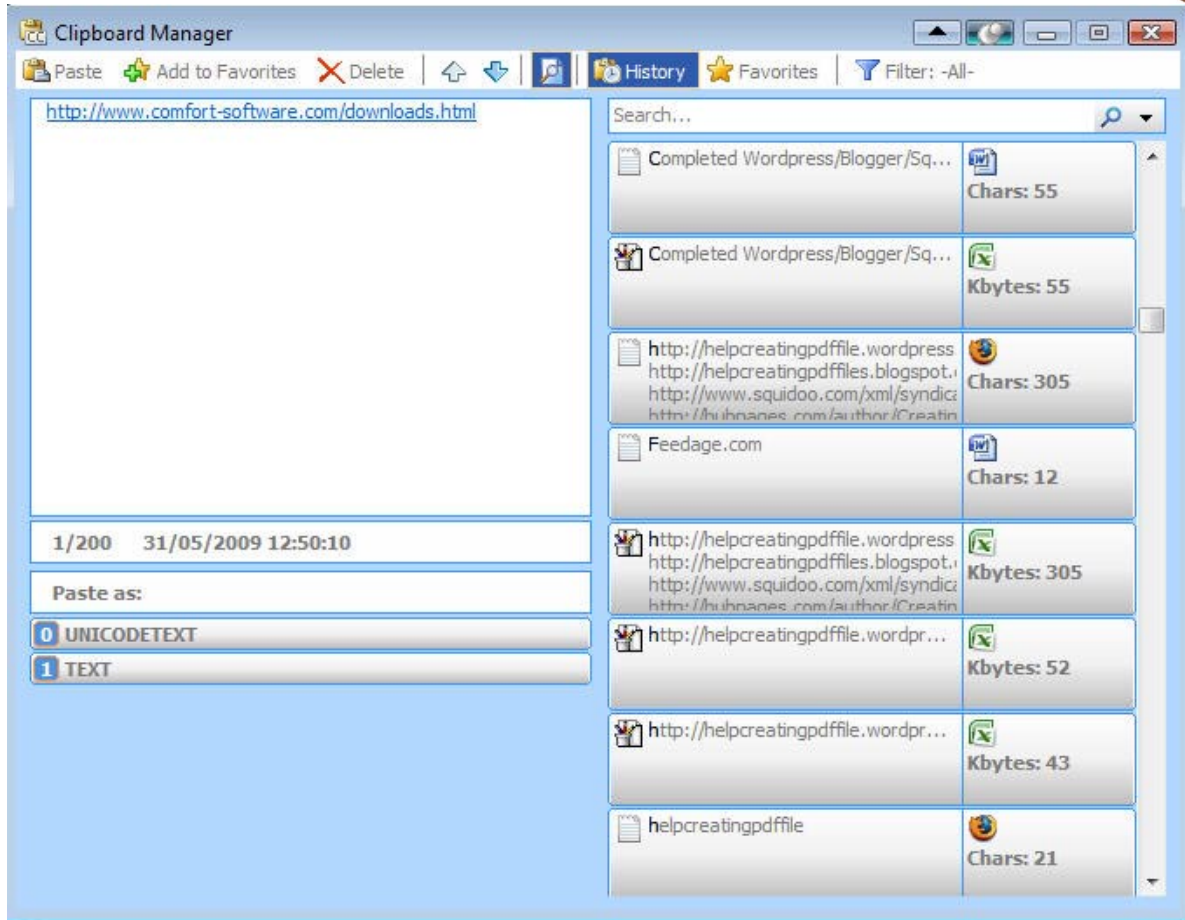
However, I imagine for most people reading Google-1st manual, cutting and pasting using shortcut keys is nothing new. So how can we speed this up even more?

## Install a program like Comfort Clipboard to extend your clipboard

this program extends the functionality of your computer's inbuilt clipboard by remembering not just the last item that you copied, but hundreds of others before. This is useful when working on the Google-1st project because you are constantly cutting and pasting information to and from your spreadsheet and so rather than needing to refer back to your spreadsheet documents, you can instead simply store things within your computer's buffer and retrieve the information back to paste back down very quickly indeed.

This has the net effect of dramatically speeding up your Google-1st project.

In the following example you can see how comfort clipboard has kept track of my most frequently used Authority Blog Site URLs, meaning that it is quick and easy for me to paste them as required:



There are other similar clipboards available, but the reason I like comfort clipboard is that it also has a favorites which allows you to store items that you will use repetitively, but perhaps not one after the other. In other words, this will allow you to stop working on your Google-1st project, come back to it later -- but still have your shortcuts available for use.

Personally Comfort Clipboard is one of the first things I install on any computer that I'm working on. It's not essential to complete your Google-1st project but gets my thumbs up as a definite productivity improvement tool. You can find it here:

<http://www.comfort-software.com/downloads.html>

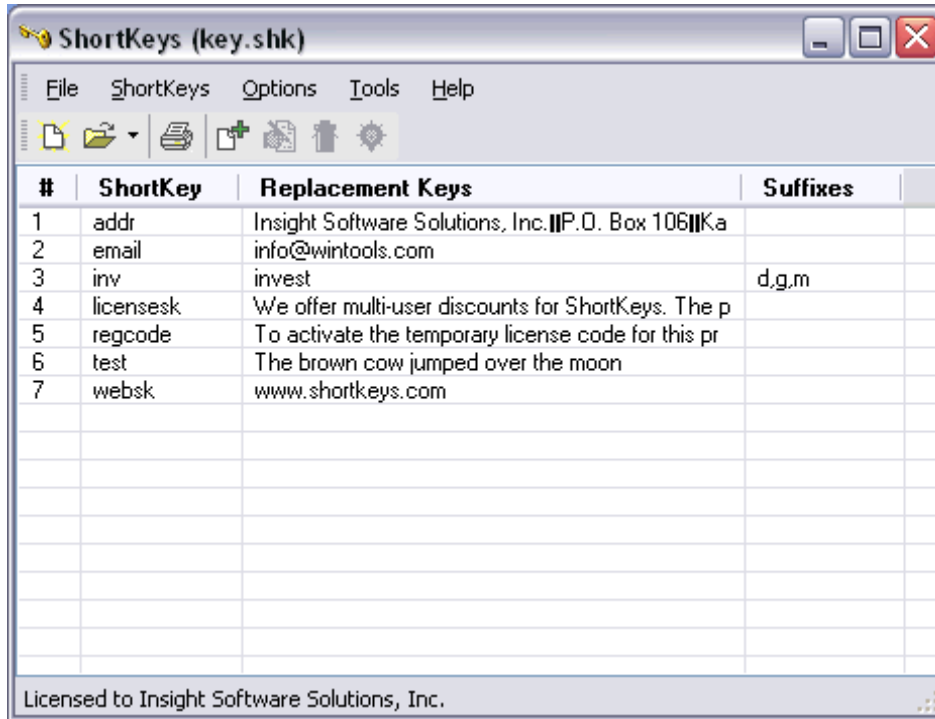
### Quit typing anything more than once!

I'm basically lazy and so I don't want to be doing the same thing time and again. The problem is, the Google-1<sup>st</sup> is by its very nature quite repetitive. So I'm looking for every method available to speed the process up.



A program like Comfort Clipboard (above) is going to help dramatically, but I also use a macro program on my computer called ShortKeys which is useful if you're going to be typing the same thing time and again.

I quite literally have 2000 different ShortKeys macros set up on my computer in order that I never have to type the same thing twice. Once installed and set up, all you need to do is use a few letters to represent a full sentence or even several paragraphs. The ShortKeys program runs in the background and looks like this:



In a Google-1st context, this program can be helpful in increasing your productivity if you set up ShortKeys for sentences that you will want to use time and again in your various project submissions.

Again, this is not essential to your Google-1st success, and in this case you may find that having a clipboard extender on your computer is actually sufficient. However, I mention ShortKeys here because overall it is by far and away one of the best productivity tools that I have on my PC and again, I wouldn't want to use a computer without something like this installed. In other words, this will be useful way beyond your Google-1st application.



## Speaking is quicker than typing – by about 3 times

Now I'm a pretty fast typist, but it has to be said I'm still a faster speaker. So if I have a lengthy document to create, by the Google-1st manual, or even if I have a large number of smaller pieces of information to write out -- and I typically prefer to set them to type it.

In the old days speech recognition software was very poor. I can remember my wife laughing at me as I attempted to speak very slowly, leaving long pauses between each word, testing out very early speech recognition software about 15 years ago

To be honest my ridiculous attempts to communicate with my computer using methods other than the computer keyboard somewhat put me off further attempts. But times have changed and technology has moved on and I can now tell you that it is perfectly possible to dictate at a completely natural pace and for your computer to understand virtually everything you are saying.

I therefore typically sit at my computer with a lightweight headset on and my input into the computer will be a combination of keyboard and voice.

This technique definitely speeds up my workflow and has proved to be particularly useful when completing Google-1st projects.

Again this is not essential, but I include it here because I find it has been a definite productivity generator as I have both developed and use Google-1st over recent months.

There are number of different dictation software packages available, the one I use and I'm very impressed with is Dragon NaturallySpeaking Preferred which you can investigate here:

<http://www.nuance.com/naturallyspeaking/>



## Share your own productivity tips

Now I've told you about some of the tools that I use in order to increase my own productivity, why don't you let us all know whether you have any favorites which could be applied to Google-1st projects?

I've set up a special thread on the Google-1st Private Owner's Forum designed for more input and comment in order that we can all help each other get more done in less time.