

Gizmos and Gadgets Leaders Love

Laptops– Do you travel or find that you are always on the go? A laptop is lightweight, easy to travel with, fits comfortably in a bag with your books and papers, and puts your computer at your fingertips anywhere you go.

Flash Drives– Tired of CD's, disks, emailing your files to yourself, or a friend? The flash drive stores files, projects, resumes, photos, and even media files. A flash drive or "USB drive" fits into your pocket and is functional on all desktops and laptops.

PDA's/Electronic Organizers—Do you tend to forget important dates, meetings, assignments? Having a PDA/electronic organizer will meet all your scheduling needs in the palm of your hand. You can create agendas, store contact information and plan events months in advance.

Cell Phones - If an individual is ever in an emergency situation, they can call others for help. Saving time during an emergency is very important. It is not uncommon for an individual to get lost when traveling to an unfamiliar destination. Having a cell phone can allow a person that is lost to call for directions.

Convenient www's

Creating a personal webpage:

www.4creatingawebsite.com
www.buildfree.org
www.freewebs.com

Always say Thank You!:

Free greeting cards:

www.123greetings.com
www.hallmark.com
www.vistaprint.com

Job Search Engines:

www.careerbuilder.com
www.craigslist.com
www.monster.com

Creating PowerPoint Presentations:

www.actden.com/pp/
www.bitbetter.com/downloads/belleville_flash.ppt

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THE CENTER FOR STUDENT LEADERSHIP & COMMUNITY ENGAGEMENT

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How to use Technology to Enhance Leadership Skills



Attention all leaders:

Have you ever wondered how you can use technology to become more effective?

student *life*



How to use Technology to Enhance Leadership Skills

The key to enhancing your leadership skills is being able to use technology to:

- Maintain Communication
- Take initiative
- Be Prepared
- Be Punctual
- Remember important events
- Be professional
- Stay organized

As long as there have been people, there has been technology. But the results of changing the world are often complicated and unpredictable.

Anticipating the effects of technology is therefore as important as advancing its capabilities. As an emerging leader, you may want to explore the technology programs and services you can utilize at low or no-cost to help you become a more effective leader.

Stay Connected

Don't know what to do with all those business cards or post-it notes with names, phone numbers and addresses? Simply create a rolodex on Microsoft Outlook, complements of the Microsoft Office Suite. With Microsoft Outlook you are able to quickly search for all your information and connect easily and effectively with any one.

If you are attending events, meetings, conferences or even parties, always network. Make new friends and contacts that will be beneficial to you. Have a business card or organizer ready to give and receive their contact information.

Busy?

Change your voicemail to a greeting that will allow people to be comforted in knowing that you will get back to them. For instance: "I am sorry I cannot take your call right now, but if you leave a message I will get back to you by 5 p.m. today."

If you find that you are too busy to meet in person with friends or colleagues, arrange to have conference calls, video conversations, or virtual meetings over the internet.

Dare to be Different: Incorporate Technology

Is your presentation still in a three-ring binder with plastic sheets? Imagine if you were to open your laptop and projector and show everything you want to communicate through a professional online program or PowerPoint Presentation with sound and animation. All of this can be accomplished using Microsoft PowerPoint and a projector. If you have displays, diagrams, and charts; you can use Microsoft Excel or Microsoft Publisher to put a presentation booklet together to hand out during your presentation.

*"Computers are magnificent tools for the realization of our dreams, but no machine can replace the human spark of spirit, compassion, love, and understanding."
- Louis Gerstner, CEO of IBM*