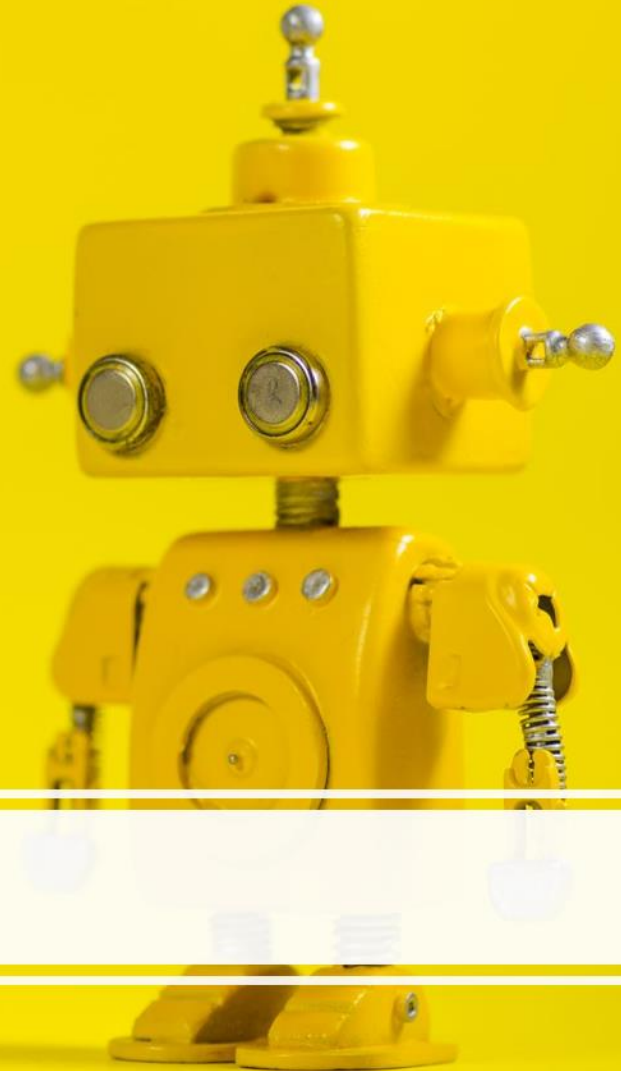
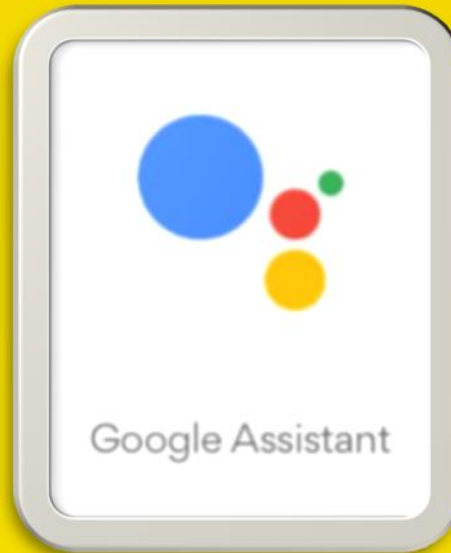
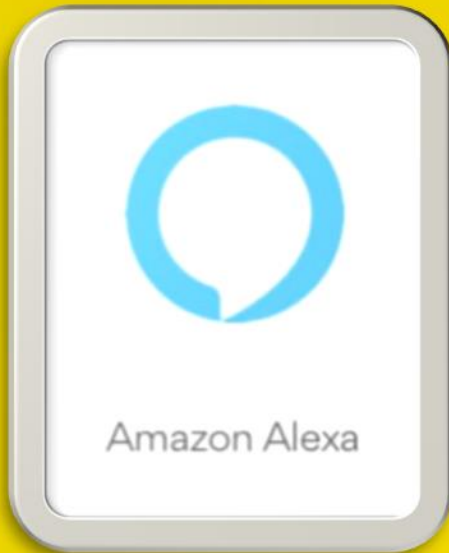


SHALLY'S TOP FIVE TIME HACKS





Sourcing With Digital Assistants

Digital Assistants

Virtual Assistant, Personal Assistant, AI, whatever you call these nifty virtual robots from Amazon, Apple, Google and Microsoft they offer simple automation you can command with your voice.

Ask them to:

place and/or answer calls/texts
spell, define or translate words
read you the news
do math calculations
convert currency and other units

look up locations and distances
list, add/remove calendar items
order an uber, or food delivery
make lists and reorder supplies

Example Digital Assistant Commands

- **Look Up Locations**

- "what city is zip code 30092?"
- "what's the zip code for Roswell, GA?"
- "what city is area code 478?"
- "what's the area code in Roswell, GA?"
- "how long does it take to drive from ____ to ____?"

- **Calendar, Reminders, Time and Dates**

Add meetings to your calendar, check your calendar, move a meeting...

Check dates (holidays, days since, days until)

Set named timers, recurring or multiple timers, check remaining time on a timer...

- "what time is it in Atlanta?"
- "when is Easter?"
- "what's my next appointment?"
- "how many work days are in September?"
- "add an appointment to my calendar tomorrow at ten a.m."
- "remind me to call Shally next monday at 10am"
- "set a timer for 25 minutes" (so you can focus on work)
- "remind me every weekday at 11am until December 24 to read 12 days of sourcing"
- "add Shally's Webinar to my calendar on March 19th"
- "make a reservation at Morton's for 7pm tomorrow"

- **Math and Unit Conversions**

- "what's \$120,000 US dollars in Euros?"
- "how many feet are in one mile?"

- **To Do Lists**

- Name your to-do list and add items to it like "add Call Rob back to my Recruiting List"
- "add subscribe to the recruiting daily blog to my to-do list"

- **Definitions and spelling**

- "how do you spell ____?"
- "what does ____ mean?"
- "look ____ up on Wikipedia"

- **Phone number check**

"Alexa, open phone number check" → "tell me about 678-575-6960"

- **Translate**

- "How do you say ____ in French?"

- **Wolfram Alpha is built in! (wolframalpha.com)**

- Great source of answers from math, science, technology, history, arts, society and culture, people, languages, geography and everyday life

- **Mindfulness and focus**

- - white/gray noise apps
- 7-minute meditation

Cortana (now in Outlook)



“Cortana Play My Emails”

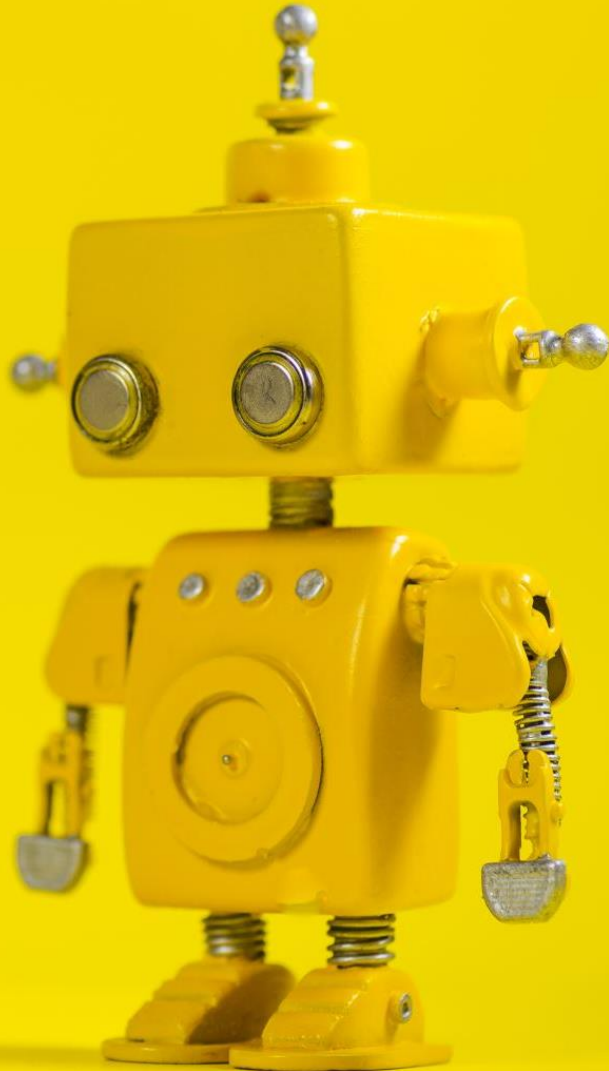
At the end of each message, Cortana listens for voice commands. Or, at any time, you can say “Hey Cortana” or tap the mic button to ask for any of the following actions:

- Reply
- Next
- Previous
- Skip
- Pause
- Resume
- Archive
- Flag this email
- Unflag this email
- Mark as read
- Mark as unread
- Delete
- Exit

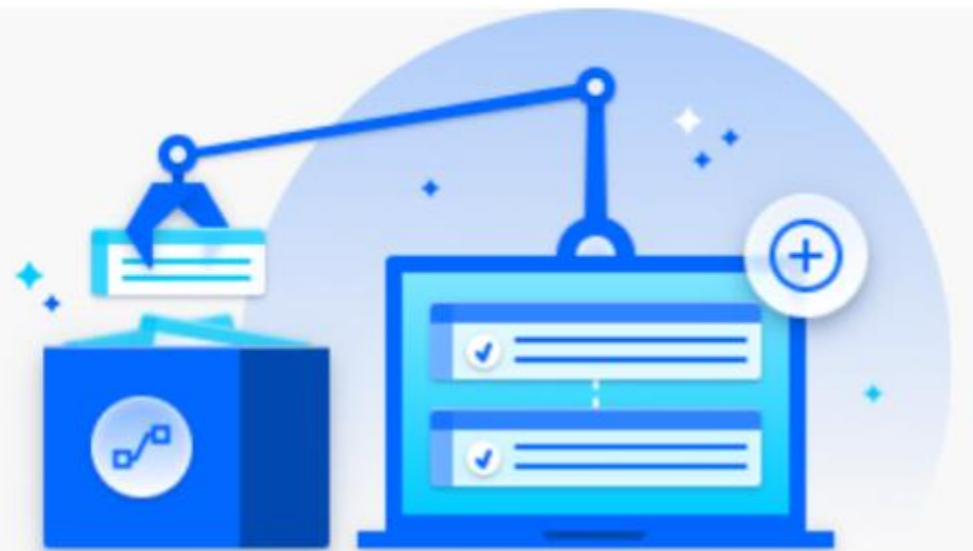
Cortana is also on Alexa! Install then use Cortana on Windows to interact with Alexa.

Additional Guides:

- Alexa and Cortana together <https://www.cnet.com/how-to/how-to-use-alexa-and-cortana-together/>
- Cortana Outlook guide <https://www.windowcentral.com/outlook-cortana-emails>
- All Alexa and Google Command guides <https://theassistant.io/commands/alexa/>
- All Siri commands <https://www.businessinsider.com/siri-voice-commands>



Forget Macros! Free to
Windows users
Microsoft Power
Automate Desktop is
much easier to
"program."



Easy Superpowered Macros

- No code
- Record actions
- On desktop
- On websites
- Remember IFTTT?



What Can You Do?

01

Quickly organize your documents using files and folders actions

02

Extract data from websites and store them in excel files using Web and Excel automation

03

Go on autopilot with desktop automation capabilities

Get Started



[Download](#)



[Setup](#)



[Create](#)



[Extend](#)

Record Actions



WEB RECORDER



DESKTOP RECORDER

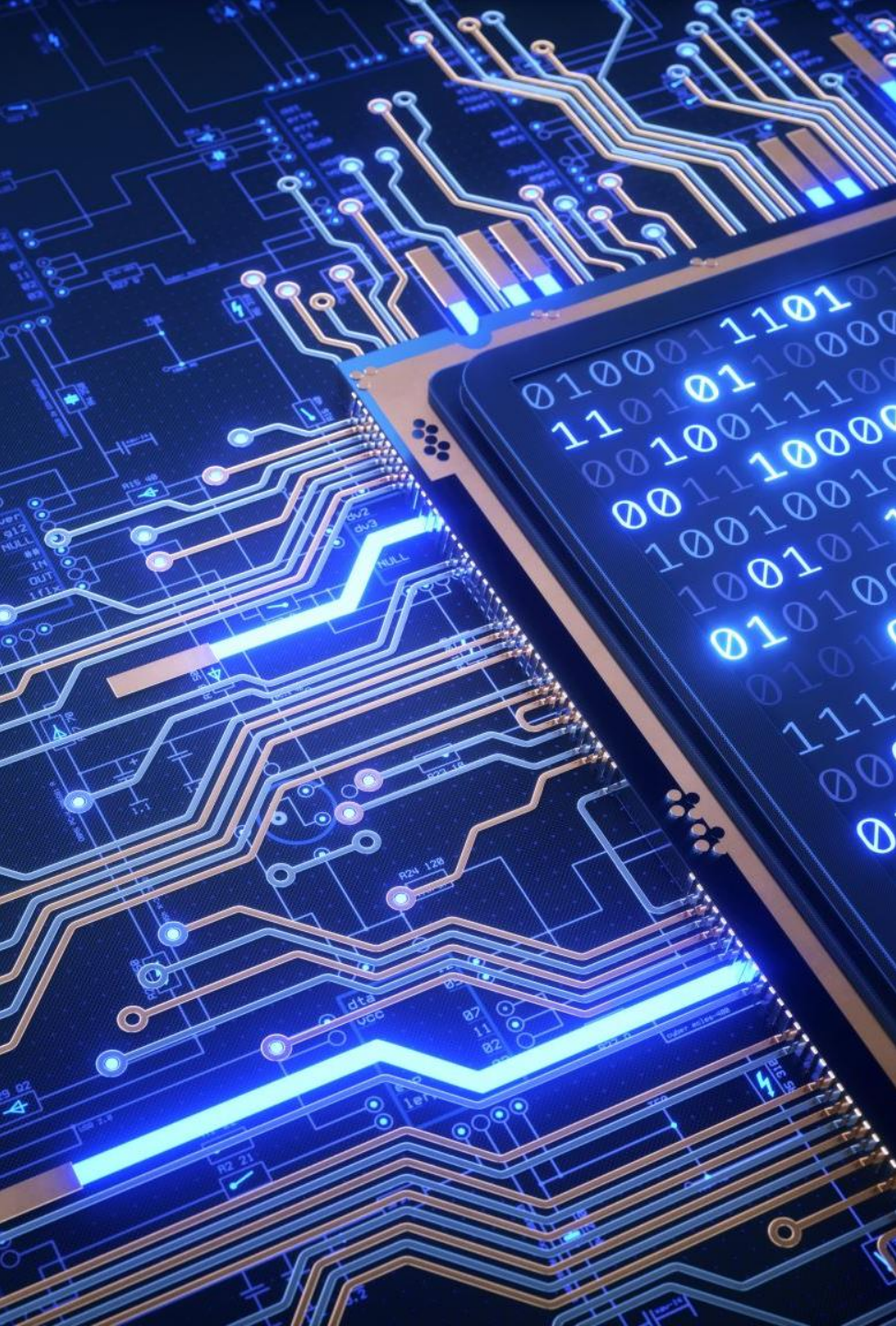
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Connectors

<https://docs.microsoft.com/en-us/connectors/connector-reference/>



Ideas

- Automate email responses
- Automatically insert or find/replace text
- Scrape data from websites, or ANY document!
- Reformat and organize your data, files, emails, etc.
- Extract data from Excel and convert to Word or Lists
- Automatically fill out forms (like in your ATS, and CRM)
- Scan all resumes in your SharePoint/Outlook and find patterns
- Extract candidate data from social networks and enter into CRM
- Move candidate data from your CRM to your ATS

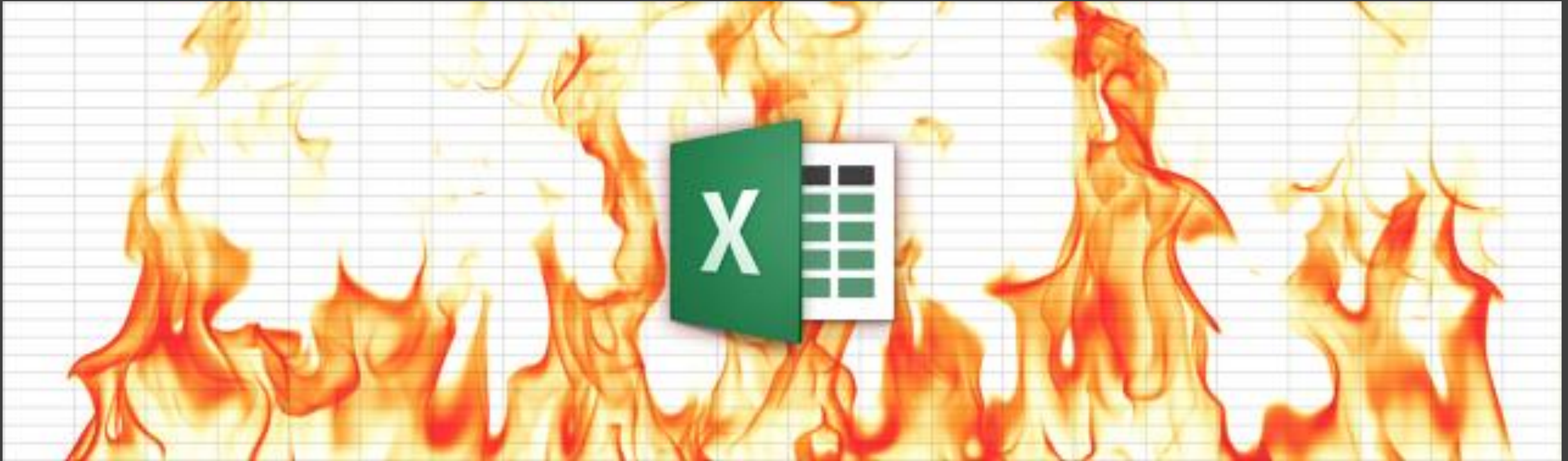


Instant Data Scraper

With **ONE CLICK** capture all names from a list like:

- Speaker bios (like mlconf.com/speakers/)
- Google search results
- [Alumni](#)

Get the [Chrome Extension](#)



Get Out of ExHell

Avoid going cross-eyed starting at spreadsheets with these time saving tips that get you in and out of Excel quickly. Clean your sheets up, merge and match, parse and sort with these handy hacks.

Did you know about?

- Flash Fill
- Conditional Formatting
- Dedupe
- Text to Columns
- Table/Filter
- countif
- char(34)

Excel Cheat Sheet

Transpose Formula

=OFFSET(\$A\$1,COLUMNS(\$A:A)-1+(ROWS(\$1:1)-1)*4,0)

VLOOKUP with IFERROR

=IFERROR(INDEX('[Weekly Recruiting Report - Combined.xlsx]CWR Pending'!\$B:\$B,SMALL(IF(ISNUMBER(MATCH('[Weekly Recruiting Report - Combined.xlsx]CWR Pending'!\$A:\$A,Summary!\$B\$1:0)),MATCH(ROW('[Weekly Recruiting Report - Combined.xlsx]CWR Pending'!\$A:\$A),""),ROWS(\$A\$2:A2)))),""))

INDEX and MATCH

=INDEX('[Weekly Recruiting Report MASTER.xlsx]fte_workday'!\$A:\$A,SMALL(IF(ISNUMBER(MATCH('[Weekly Recruiting Report MASTER.xlsx]fte_workday'!\$B:\$B,ID_lookup,0)),MATCH(ROW('[Weekly Recruiting Report MASTER.xlsx]fte_workday'!\$B:\$B),""),ROWS(\$A\$2:A2))))

TRIM Formula

=LEFT(CELL,FIND("(", CELL)-1)

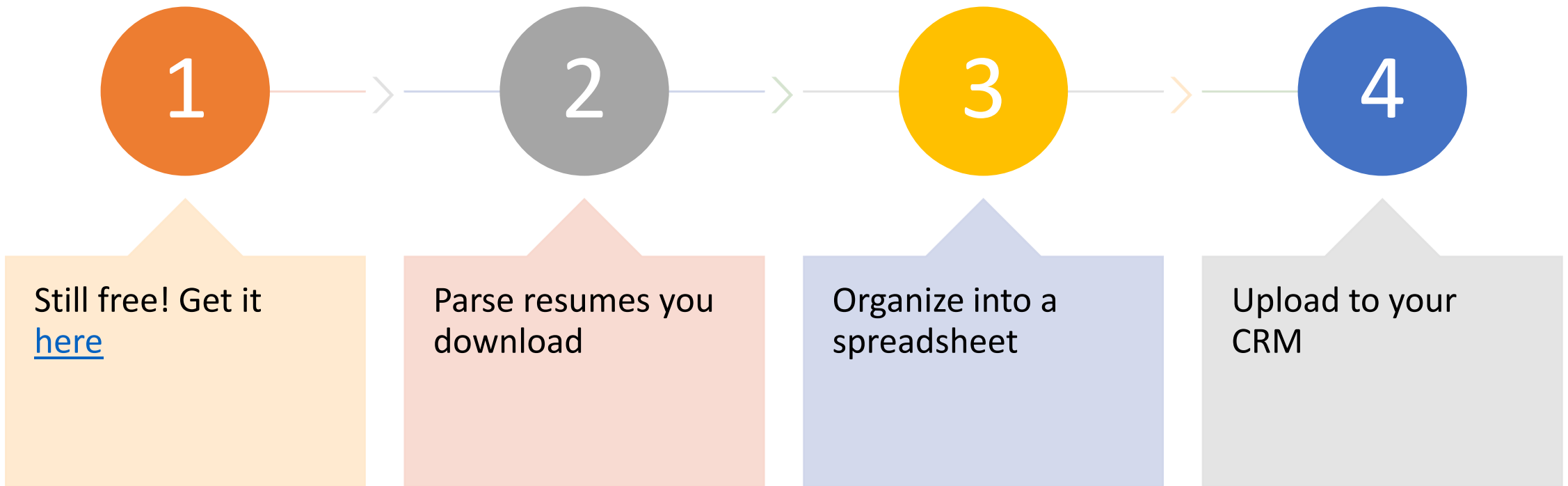
SPLIT Email and PROPER

=PROPER(CONCATENATE(LEFT(LEFT(C61925,FIND("@",C61925)-1),FIND(".",LEFT(C61925,FIND("@",C61925)-1))-1)," ",RIGHT(C61926,LEN(C61926)-FIND(".", C61926))))

Google Search

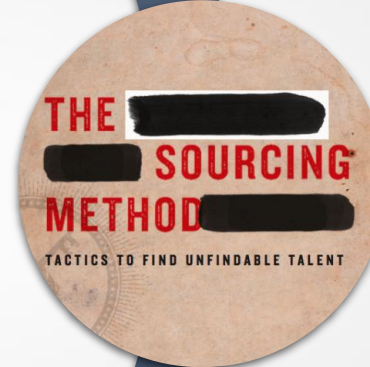
=HYPERLINK("https://www.google.com/search?q="&C8,"Search on Google: ")&C8

ZapInfo





Keep the
success going
srcn.co/donate



Saw the movie?
Now read the
srcn.co/book



Free Learning!
srcn.co/alley

Thank You

shally.carrd.co

