

## Transcript from the Freelance Friday #EFAChat, May 29, 2015

Topic: Productivity Tools

EFA International @efafreelancers

Welcome to the Freelance Friday Twitter chat! Use hashtag #EFAChat to be included in today's transcript.

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Today's #EFAChat is being moderated by Harry David (@harrydavidps), a copy editor and indexer in Birmingham, Alabama.

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#EFAChat Let's introduce ourselves. Where are you from, and what do you do?

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@GLHancock Don't forget the hashtag #EFAChat!

Georganna Hancock @glhancock

#EFAChat Sorry! Howdy - #SanDiego #writing

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#EFAChat Q1: What forums do you turn to when you want to learn from your peers?

Georganna Hancock @glhancock

#EFAChat A1 Mainly Twitter now - most useful resource I've ever participated in online!

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@GLHancock #EFAChat All expert advice increases your productivity, in a sense.

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#EFAChat Q4: What programs do you use for your editing or writing, other than a word processor?

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And #EFAChat Q5: What programs are good for admin or similar tasks?

Georganna Hancock @glhancock

#EFAChat Used to have a good forum on Writer's Digest and I used to do the one on another writers' site, too, but too over-moderated!

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#EFAChat Q2: Related to @GLHancock's post: What experts give you useful tips and advice?

Georganna Hancock @glhancock #EFAchat On productivity for freelancers?

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EFA International @efafreelancers Feel free to come back to earlier questions, as always. #EFAchat Q3: What are your favorite macros?

Georganna Hancock @glhancock #EFAchat A3 Ones I build myself into my MS Word program, but that's only for editing which I'm not doing any more.

EFA International @efafreelancers #EFAchat @GLHancock Would you care to tell us something you learned from it?

EFA International @efafreelancers #EFAchat Q4: What programs do you use for your editing or writing, other than a word processor?

EFA International @efafreelancers And #EFAchat Q5: What programs are good for admin or similar tasks?

Michael S. Altus @michael\_altus #EFAchat A4: TraxTime to track time on projects. But it is no longer selling licenses.

Georganna Hancock @glhancock #EFAchat I've used databases and spreadsheets and graphics and various little utilities. Been computing a very long time!

Michael S. Altus @michael\_altus #EFAchat Excel for tracking expenses and keeping checkbook.

EFA International @efafreelancers #EFAchat Also, @GLHancock, feel free to tell us about any particularly helpful macros you wrote.

EFA International @efafreelancers #EFAchat @Michael\_Altus What do you use instead of TraxTime now?

Georganna Hancock @glhancock #EFAchat When the web first began, I used dBase to track writing submissions, responses, payments. Need Excel for Kindle sales now!

EFA International @efafreelancers #EFAchat Q6: What reference books do you

	use most frequently?
Georganna Hancock @glhancock	#EFAchat A6 dictionary, thesaurus, various style guides
EFA International @efafreelancers	If you're just joining us, welcome to Freelance Friday! Jump in at any time with hashtag #EFAChat.
EFA International @efafreelancers	#EFAchat Q7: What are some websites you often go to for reference or more broadly to learn more about your craft?
Michael S. Altus @michael_altus	#EFAchat TraxTime still works and is supported through 2015. Don't know what I'll do when it needs to be replaced.
Michael S. Altus @michael_altus	#EFAchat A6: How to Report Statistics in Medicine, 2nd ed. by Lang and Secic. Indispensable.
Georganna Hancock @glhancock	#EFAchat A7 After more than a half-century it's all technology now for me! CNET is good for that!
Michael S. Altus @michael_altus	#EFAchat A7: Wikipedia, or wherever a simple Google search directs me.
Georganna Hancock @glhancock	@Michael_Altus #EFAchat I hope you don't consider Wikipedia as a reliable source!
EFA International @efafreelancers	#EFAchat Q8: Are there apps for your smartphone or tablet that help you while you're on the go?
Michael S. Altus @michael_altus	#EFAchat Not as a definitive source, but a terrific way to get introduced to a topic.
Michael S. Altus @michael_altus	#EFAchat A8: I have yet to get a smartphone, and I don't think that I'll need a tablet.
Georganna Hancock @glhancock	A8 #EFAchat All of them on my Kindle Fire (no phone, no other tablet). Use it for Twitter all the time, tho hard to chat on it.

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#EFAchat @GLHancock And what do you use on your Kindle Fire, other than Twitter?

EFA International @efafreelancers

#EFAchat Q9: Do you keep lists or develop other reference materials just for yourself?

Georganna Hancock @glhancock

#EFAchat Evernote, calendar, email, weather, Facebook, Twitter, IMDb, Pandora, calculator, OfficeSuite, Amazon, OverDrive, Netflix, etc

Michael S. Altus @michael\_altus

#EFAchat A9: I do not understand the question. Please clarify.

Georganna Hancock @glhancock

#EFAchat A9 Well, not for anyone else these days!

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#EFAchat @Michael\_Altus Sometimes published resources are too expansive or uncustomized for easy use. So, it can be nice to make your own

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#EFAchat Q10: What low-tech tools or systems do you use? Filing systems, say, or ways of thinking about how to organize.

Michael S. Altus @michael\_altus

#EFAchat A10: An AT-A-GLANCE planner. I don't need a complicated calendar.

Georganna Hancock @glhancock

A10 I'm so old it's a wonder I'm not chiseling cuneform on clay tablets!  
#EFAchat

Michael S. Altus @michael\_altus

#EFAchat Plus simple mileage record book. I write in miles for business trips.

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#EFAchat: Do you have any other thoughts before we close?

Michael S. Altus @michael\_altus

#EFAchat I did not mention that I would not stay at home unless I had two monitors.

Georganna Hancock @glhancock

@EFAFreelancers need to advertise #EFAchat a lot more!

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#EFAchat @GLHancock Yes, the turnout

EFA International @efafreelancers

was a bit low this time.

It's time to end today's #EFAChat. The written transcript will end here. Thanks for joining us! Hope to see you next time. (Bring a friend!)