



[www.boldacious.com.au](http://www.boldacious.com.au)  
[seamus@boldacious.com.au](mailto:seamus@boldacious.com.au)  
0410 609 267

Thank you for subscribing to my newsletter.

## SAVE 12:47 minutes (approx!) per day

Start with these three no-fuss easy-to-setup tools today

### **Password Managers**

Passwords are an ongoing nightmare for most people: we have so many, and the paradox is - if you can remember them they are not secure enough, and if they are secure enough you can't remember them!

Do you:

- Have too many passwords?
- Forget your passwords
- Use the same password (with slight variations) over and over again?
- Store your passwords in a notebook – but then have trouble finding the password you are after, or can't tell whether you wrote a "0" or an "o", "l" or "1".

Password managers to the rescue!

With a password manager (PWM) you remember ONE password (or pass-phrase), then let the PWM generate new random 40-or-so character passwords for you. They are extremely easy to setup and use. I use, as my

main pass-phrase, a few made-up words from my childhood. It's over 20 characters but very easy for me to remember.

I use Roboform for various reasons. It is very similar to most of the others, I just like it best.

One of my favourite features is that it can fill in most forms with one click – this is an amazing time-saver.

1. [Roboform](https://www.roboform.com/how-it-works?affid=smc47) (https://www.roboform.com/how-it-works?affid=smc47 - affiliate link)
2. [Last Pass](https://www.lastpass.com/) (https://www.lastpass.com/)

## **Text Expanders**

I use my text expander about 60 times a day. It tells me I save 35 minutes per day (140 hours per working year!).

I use it for:

- web addresses (eg www.smr for https://www.sandfly-mosquito-repellents.com.au)
- email addresses (eg sbca for seamus@boldacious.com.au)
- standard replies

Text expanders save time and money and cut typing errors.

1. [Phrase Express](http://www.phraseexpress.com/) (http://www.phraseexpress.com/)
2. [Text Expander](https://textexpander.com/) (https://textexpander.com/)

## Google Suite

[Google Suite](https://goo.gl/I2IITJ) (<https://goo.gl/I2IITJ> - affiliate link) – I believe G Suite is worth it for any sized business. Contact me for a 20% discount.

There are so many reasons for using G Suite, too many to detail here, but here a few reasons:

- collaboration
- best anti-spam
- ownership
- security
- 24/7 support

Please feel free to ring (0410 609 267) or email ([seamus@boldacious.com.au](mailto:seamus@boldacious.com.au)) me with any questions.