



Ten Ways to Use High Speed Internet to Increase Productivity

1. Online Banking
 - a. Download or sync bank transactions with QuickBooks
 - b. Categorize
 - c. Check accuracy
 - d. Reconcile to statement
 - e. Check activity
 - f. Make deposits
2. Research competition, trends, prices, data, opportunities, information, and education
 - a. Ask questions
 - b. Find answers (or not)
 - c. Google Analytics
 - d. Shipping comparisons
3. Communicate
 - a. Email
 - b. Text, phone, message, chat
 - c. Meetings- Skype, Zoom, Go To Meeting, ...
 - d. Share Large Documents: Dropbox, Google Docs, ...
4. Storage Options
 - a. Large documents
 - b. Back-ups
 - c. Records
 - d. Photos
 - e. Videos
5. Storage Vendors
 - a. Google Docs (smaller and free)
 - b. Google Apps for work: Gmail, Calendar, Drive
 - c. Dropbox 2G
 - d. Microsoft Cloud
 - e. Just Cloud
 - f. Norton
6. Be Social
 - a. Facebook- with live video streaming
 - b. Games
 - c. Entertainment- Netflix (documentaries about business, of course)

7. Buy and Sell

- a. Your website shopping cart
- b. EBay
- c. Online auctions
- d. Local stores for research
- e. Amazon
- f. Facebook Marketplace

8. Marketing

- a. Website
- b. Google Maps and Business
- c. Social media
- d. YouTube
- e. Google Ad Words

9. Calendar, Schedule, Remind, Sync

10. Doing Business with The Government

- a. Obtain and EIN from www.IRS.gov (you probably already have one) free
- b. Talk to Idaho PTAC to learn more about government contracting opportunities.
www.idahosbdc.org free
- c. Register at Dun & Bradstreet for a duns # www.dbn.com free
- d. Create a user account and register your entity at www.sam.gov free
- e. Get to know government contracting officers and buyers. See the list on the PTAC site at the Idaho SBDC link above: free
- f. Learn about what your target agency is looking for such as the Forest Service:
<http://www.fs.fed.us/business/incident/vendorsupport.php> free
- g. Review solicitations at FedBizOpps.gov www.fbo.gov free
- h. Explore priority designations such as HUB Zone designation. If your business and most of your work force are located on a reservation, you probably meet the location designation. The application is free but takes some time.

Bonus: Check out your free credit report online: (No credit card info required.)

Personal: www.annualcreditreport.com

Business: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>