

Skip to [MAIN HEADING](#) of this page, [view or download](#) a PDF version of this Web page's contents and associated hyperlinks, jump to this page's [Major Navigation Hyperlinks](#) section or [BOTTOM](#) of this page, or view the overall [Site Map](#) for Scsi's P&KT Web site.

Call 859-261-5908 to immediately reach [Raymond Sonoff](#), President of [Sonoff Consulting Services, Inc.](#), 271 Saxony Drive, Crestview Hills, KY 41017-2294 USA.

Sonoff Consulting Services, Inc. Productivity and Knowledge Transfer Web Site's Productivity Page



... return to Scsi's [Portal Page](#), [Home Page](#), or send an [e-mail](#) message to Scsi: 

Major Headings for Scsi's Productivity Page

- [What Scsi does best -- Productivity and Knowledge Transfer](#)
- [Nine Major Categories of Productivity](#)
- [Additional Categories of Productivity](#)

NOTE: Relevant hyperlinks are included within the associated paragraphs to make your browsing session productive and all the more enjoyable.

What Scsi does best -- Productivity and Knowledge Transfer

Scsi's forte is [productivity and knowledge transfer](#). You will see that manifested throughout this Web site, although much of what you'll notice as content on this Web site does concentrate on discussions of [Web site validation and testing](#), achieving [100% accessibility](#), and so on. Why was that done?

Proof of Productivity Expertise -- By Example

Here is the answer. The underlying challenges behind those topics were tackled and solved by Scsi's President, [Raymond Sonoff](#), who independently evolved [Scsi's "Perfect 10" Web Site Standard](#) -- a [set of ten seamlessly integrated Best Practices](#) that every truly "World Class Level" Web site should have.

To see the overall picture of what is stated above, select the [image](#) immediately below -- if present -- to view or download a full-page Adobe PDF diagram that provides hyperlinks to each of Scsi's "Perfect 10" Web Site Best Practices for your convenience.



Examples of Scsi's Best Practices

Here are just three specific Best Practices that are easily demonstrable for each and every Web page within the sonoffconsulting.com domain:

- Fast loading (see Scsi's Best Practice [#1.](#))
- Viewable with any browser (text- or web-based), operating system, screen resolution, or combinations thereof (see Scsi's Best Practice [#2.](#))
- When printed, the contents will always be intelligently word-wrapped -- regardless of printer or page layout settings that are in effect (see Scsi's Best Practice [#8.](#))

How Scsi's set of Best Practices led to Scsi's "Perfect 10" Web Site Standard

Looked at in this light, you'll soon realize and more fully appreciate the fact that all of Scsi's Best Practices for Web site pages began as a set of well-defined and highly specific productivity-driven objectives. Now that these objectives have come to fruition, they are collectively referred to as Scsi's "[Perfect 10" Web Site Standard](#) which unceasingly illustrates that "We are productivity driven."

Focusing on Productivity

If you are interested in finding out more about [Scsi's Productivity Focus diagram](#) within the Scsi P&KT Web site, visit Scsi's [Focusing on Productivity](#) page.

Nine Major Categories of Productivity

The major categories of productivity addressed on the Scsi P&KT Web site include those shown as hyperlinks under the Navigation heading. They are sequenced as follows:

- [Desktop](#)
 - [Editors and Viewers](#)
 - [eLearning and Web-based Collaboration](#)
 - [High-end Technology](#)
 - [Mail Programs](#)
 - [System Utilities](#)
 - [Web Usability](#)
 - [Miscellaneous](#)
 - [Recommended Reading](#)
-

Additional Categories of Productivity

As an ongoing supplement, however, the following categories are presently included on this Scsi Productivity Web page:

- PC-based Software
- PC-based Hardware
- Methods and Techniques
- Getting Organized and Time Management References

PC-based Software

The vast majority of "Productivity Tools" coverage on this Web site will tend to focus on software for personal computers (PCs). A sampling of such software programs is presented below.

Office Productivity Suites

Only two specific vendors' products are currently listed here.

- [Corel WordPerfect Office](#)
- [Microsoft Office](#)

Idea Outliners, Thought Processors, and Visual Thinking Tools

At this time, only two specific vendors' products are addressed here.

ActionOutline

[ActionOutline](#) (Pro Version 3.2) is a shareware [with a "try-before-buy" option offered] product from [Green Parrots Software](#) on whose Web site is the following tag line: "Make your life easier, work more efficiently, boost your productivity with our powerful, easy to use software products."

In particular, the vendor states: "With ActionOutline, you can create and manage to-do lists, recipes, project notes, personal contacts, bookmark lists, reports, term papers, etc. It includes an Explorer-like interface, the ability to link to web or local files, and much more..."

Inspiration Software

The [Inspiration Software, Inc.](#) is described on their Web site as being "The Visual Thinking Tool" -- The premier tool to develop ideas and organize thinking -- and they offer numerous templates and unique features, including a complete outline processor for organizing and writing.

Graphics Packages

At this time, only two specific vendor's products are cited under this particular category.

SmartDraw

Scsi makes extensive use of [SmartDraw's business graphics software](#) (the release currently being used by Scsi is called SmartDraw Version 2010) for increasing one's graphics-based productivity.

This decision was based on numerous outstanding features, a few of which are listed below:

- Numerous pre-populated templates
- Diverse and extensive (more than 63,000) graphics -- libraries of symbols, templates, and more
- Free help, free support, unlimited downloads, and more
- Unlimited drawing area with linking and layering included
- Integration with other programs, including Microsoft Office and Corel's WordPerfect Office
- Numerous Import/Export and conversion capabilities

Scsi recommends that you seriously consider adding this versatile and cost-effective software to your company's working set of productivity tools.

NOTE: As just one example of making effective use of the SmartDraw software, Scsi encourages you to examine [Scsi's Productivity Focus diagram](#) that is cited in Scsi's WebKISS™ Guide [#9: How Productivity-focused is your Web Site?](#)

Microsoft Office Visio

Visio evolved over several generations and [Microsoft Office Visio](#) is now a Microsoft-owned graphics tool that is ubiquitous in the PC industry.

Scsi can vouch for this wonderful graphics tool, having made use of it on a regular basis beginning in 1995 and up to the present day. Microsoft Office Visio is a wonderful software product that pays for itself many times over. Try it. You will be glad you did.

NOTE: Even if you do not own or plan to purchase this product, you should also be aware that there is a Microsoft Visio® Viewer -- which you can download for free from the download section of the microsoft.com Web site. This view-only tool, according to Microsoft's write-up, "allows anyone to view Visio drawings and diagrams (if created with Visio 5, 2000, 2002, or 2003) inside their Microsoft Internet Explorer version 5.0 or later Web browser."

PC-based Hardware

A few examples of productivity-increasing devices that everyone should consider using include the following:

- Mouse & Trackball Devices
- Accelerator Cards
- Peripherals and Accessories
- Scanners
- Personal Digital Assistants (PDAs)

Methods and Techniques

Scsi regularly makes use of the following:

- Listmaking
- To do lists
- Check lists
- Index cards
- Visual indicators or graphics aids
- Calendars
- Color-coded Markers and Strips
- File Format Conversions
- Workflow Diagrams
- Decision Trees

Getting Organized and Time Management References


It's always a good idea to take some time to prepare yourself for whatever lies ahead, and we usually give particular thought at such times to the matter of getting organized coupled with deciding how we should best make use of our available time for any given task, activity, or project.

Oftentimes, one of the best ways to approach overall preparedness for any category of task is through learning from what others have done before, particularly through reading of their published works. Here is a sampling of [Recommended Reading](#), which also includes some Web site hyperlinks that you might wish to consider visiting.

Web Page Validation and Contact Information

Sonoff Consulting Services, Inc. Productivity and Knowledge Transfer Web Site's Productivity Page was last updated, validated -- to assure full conformance to W3C's [XHTML 1.0 Strict](#), [CSS](#), and [WCAG Accessibility](#) (Priorities 1, 2, and 3, inclusive) recommendations -- and uploaded on Thursday, June 30, 2011 at 11:10 a.m. ET

by [Raymond Sonoff](#), President of Sonoff Consulting Services, Inc., 271 Saxony Drive, Crestview Hills, KY 41017-2294 USA: Telephone: (859) 261-5908.

Remember: If you have some questions to ask, wish to request additional information about specific topics, or want to send a request for proposal, Scsi always welcomes inquiries and will respond promptly (often the very same day) once you select either of these hyperlinks -- [e-mail](#) or  -- then compose and send your message to us.

Major Navigation Links for Scsi's Productivity Page

Access specific sections within this Web page and throughout Scsi's P&KT Web Site by selecting from the following hyperlinks:

NAVIGATION: Skip to [MAIN HEADING](#) of this page, [view or download](#) a PDF version of this Web page's contents and associated hyperlinks, jump to [TOP](#) of this page, or visit the [Portal](#), [Home](#), [Expanded Home](#), [Graphics-based Home](#), [About Scsi](#), [Site Map](#), Productivity, [Scsi's WebKISS™ Guides](#), [Other Web Sites](#), or [Contact Us](#) page of the Scsi P&KT Web Site. Also, be sure to learn about [Scsi's Access Keys](#) to increase your keyboard-based productivity on this Web site.

[Sonoff Consulting Services, Inc. \(Scsi\)](#) -- [Productivity](#) and [Knowledge Transfer](#) Specialists

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Shortcut Text	Internet Address
MAIN HEADING	http://sonoffconsulting.com/filters/productivity/productivity.html#h2_main
view or download	http://sonoffconsulting.com/filters/productivity/productivity_with_hyperlinks.pdf
Major Navigation Hyperlinks	http://sonoffconsulting.com/filters/productivity/productivity.html#h3_mnh
BOTTOM	http://sonoffconsulting.com/filters/productivity/productivity.html#bottompage
Site Map	http://sonoffconsulting.com/site_map/site_map.html
Raymond Sonoff	http://sonoffconsulting.com/filters/scsi_corp/rsonoff_scsi_profile.html
Sonoff Consulting Services, Inc.	http://sonoffconsulting.com/filters/scsi_corp/scsi_corp.html
	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_11_total_access_so_what.html
Portal Page	http://sonoffconsulting.com/portal.html
Home Page	http://sonoffconsulting.com/home.html
e-mail	mailto:info@sonoffconsulting.com
	http://search.yahoo.com/
NAVIGATION	http://sonoffconsulting.com/scsi_pkt_navigation.html
Expanded Home Page	http://sonoffconsulting.com/index_expanded.html
Graphics-based Home Page	http://sonoffconsulting.com/index_graphics_mapped_version_3.html
What does Sonoff Consulting Services, Inc. do -- exactly?	http://sonoffconsulting.com/what_scsi_pkt_does.html
Focusing on Productivity	http://sonoffconsulting.com/scsi_focus_on_productivity.html
"Your WebKISS™ Guide Resource" Page	http://sonoffconsulting.com/your_webkiss_guide_resource_tagline.html
Proof that this is a "World Class level" Web site	http://sonoffconsulting.com/scsi_proof_of_world_class_level.html
Need Professional Assistance?	http://sonoffconsulting.com/need_professional_assistance.html
Scsi's "Perfect 10" Web Site Standard	http://sonoffconsulting.com/unique_features.html
Part 1	http://sonoffconsulting.com/unique_features_part1.html
Part 2	http://sonoffconsulting.com/unique_features_part2.html
Part 3	http://sonoffconsulting.com/unique_features_part3.html
Scsi's Best Practices	http://sonoffconsulting.com/unique_features_part2.html#h3_3
#1	http://sonoffconsulting.com/unique_features_1_of_10.html
#2	http://sonoffconsulting.com/unique_features_2_of_10.html
#3	http://sonoffconsulting.com/unique_features_3_of_10.html
#4	http://sonoffconsulting.com/unique_features_4_of_10.html
#5	http://sonoffconsulting.com/unique_features_5_of_10.html
#6	http://sonoffconsulting.com/unique_features_6_of_10.html
#7	http://sonoffconsulting.com/unique_features_7_of_10.html
#8	http://sonoffconsulting.com/unique_features_8_of_10.html
#9	http://sonoffconsulting.com/unique_features_9_of_10.html
#10	http://sonoffconsulting.com/unique_features_10_of_10.html
Scsi's Test Criteria Evaluation Worksheet (STCEW) Tool	http://sonoffconsulting.com/unique_features_part3.html#stcew
Use Any Browser -- by	http://sonoffconsulting.com/any_browser.html

Shortcut Text	Internet Address
Design!	
Tips and Notes	http://sonoffconsulting.com/tips.html
Scsi's Access Keys	http://sonoffconsulting.com/access_keys.html
Scsi's Privacy Policy	http://sonoffconsulting.com/w3c/scsi_pkt_p3p.html
Clients	http://sonoffconsulting.com/filters/scsi_corp/clients/client_list.html
Desktop	http://sonoffconsulting.com/filters/productivity/desktop_tools/desktop_tools.html
Editors and Viewers	http://sonoffconsulting.com/filters/productivity/editors_and_viewers/editors_and_viewers.html
eLearning and Web-based Collaboration	http://sonoffconsulting.com/filters/productivity/elearning_and_collaboration/elearning_and_collaboration.html
High-end Technology	http://sonoffconsulting.com/filters/productivity/high-end_technology/high-end_technology.html
Mail Programs	http://sonoffconsulting.com/filters/productivity/mail_programs/mail_programs.html
System Utilities	http://sonoffconsulting.com/filters/productivity/system_utilities/system_utilities.html
Web Usability	http://sonoffconsulting.com/filters/productivity/web_usability/web_usability.html
Miscellaneous	http://sonoffconsulting.com/filters/productivity/miscellaneous/miscellaneous.html
Recommended Reading	http://sonoffconsulting.com/filters/productivity/gotm_resources/gotm_books.html
Scsi's WebKISS™ Guides	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_pkt_webkiss_guides_page.html
#1: Why Validate a Web Site's Pages?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_pkt_why_val_web_site.html
#2: Why 100% Accessibility?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_pkt_why_100_accessibility.html
#3: Why use more than one Web browser?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_pkt_why_use_more_than_one_browser.html
#4: What could Management learn?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_pkt_what_could_management_learn.html
#5: How does Adherence to Web Standards Save Both Time and Money?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_5_how_web_stds_save_time_and_money.html
#6: What's the Return-On-Investment Rationale for adopting Scsi's World Class Level Best Practices?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_6_what_is_roi_rationale_for_adopting_scsi_best_practices.html
#7: What are the strengths and weaknesses of search tools and engines?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_7_search_tools_and_engines.html
#8: Want to Increase Your Search Engine Rankings?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_8_increase_search_engine_rankings.html
#9: How Productivity-focused is your Web Site?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_9_how_productivity-focused_is_your_web_site.html
#10: Want a Free STCEW Tool-based Evaluation of Your Web Site's Pages?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_10_want_a_free_stcew_tool-based_evaluation_of_your_web_site_pages.html
#12: What	

Shortcut Text	Internet Address
Does Your Company Web Site Convey About Customer-Centric Focus?	http://sonoffconsulting.com/filters/web_kiss_guides/scsi_wkg_12_what_does_your_company_web_site_convey_about_customer-centric_focus.html
Other Web Sites	http://sonoffconsulting.com/filters/url_links/url_links.html
Contact Us	http://sonoffconsulting.com/filters/contact_us/contact_us.html
What Scsi does best -- Productivity and Knowledge Transfer	http://sonoffconsulting.com/filters/productivity/productivity.html#h2_1
Nine Major Categories of Productivity	http://sonoffconsulting.com/filters/productivity/productivity.html#h2_2
Additional Categories of Productivity	http://sonoffconsulting.com/filters/productivity/productivity.html#h2_3
TOP	http://sonoffconsulting.com/filters/productivity/productivity.html#toppage
productivity and knowledge transfer	http://sonoffconsulting.com/productivity_focus_with_hyperlinks.pdf
image	http://sonoffconsulting.com/scsi_pkt_perfect_10_web_best_practices_diagram_with_hyperlinks.pdf
Corel WordPerfect Office	http://www.corel.com/servlet/Satellite?pagename=Corel3/Home
Microsoft Office	http://office.microsoft.com/en-us/default.aspx
ActionOutline	http://gpsoft.hypermart.net/
Inspiration Software, Inc.	http://www.inspiration.com/
SmartDraw's business graphics software	http://www.smartdraw.com/
XHTML 1.0 Strict	http://validator.w3.org/check?uri=http://sonoffconsulting.com/filters/productivity/productivity.html
CSS	http://jigsaw.w3.org/css-validator/validator?uri=http://sonoffconsulting.com/code/scsi-style2011a_scrn.css
WCAG Accessibility	http://www.contentquality.com/Default.asp
Productivity	http://sonoffconsulting.com/filters/productivity/productivity.html