

Subject: Boost Your Productivity With These 4 Chrome Extensions

Hey, it 's **[Name]**!

I hope this email finds you well!

Today we are going to be talking about some little great things that might help you speed up your day-to-day tasks,

So you can get a 5-minute-problem done in 5 seconds.  
(And a 5-hour-problem done in 5 minutes).

Hopefully, this should help you work quicker and easier in your projects, so you can accomplish your tasks with less stress in a shorter period of time.

And even though those are very simple tools, they will give not so simple results when used in the proper way.

Enjoy it!

(Read until the end to take a look at the Community Question of the week!!!)

## *4 FREE Chrome Extensions that will skyrocket your productivity*

### **Improving your writing.**

When writing, many people have a hard time with English grammar...

Some people aren't native speakers.

Some people aren't good with words.

Some people aren't really big fans of grammar rules.

And that might be a massive roadblock when writing a business email, filling a spreadsheet, sending a message to your boss or just chatting online with your friends.

For the happiness of these people, [Grammarly](#) exists!

Grammarly:

- Corrects spelling mistakes
- Gives professional suggestions
- Improves your writing
- And makes your text better in general

## **Focusing your attention.**

Many people have issues with distractions.

Sometimes you are just trying to focus on getting your work done but then BOOM, notification drops in.

Before you notice, you are watching some video on YT, chatting to your friends and scrolling through social media.

It is not completely your fault, those things are specifically developed to catch and keep your attention.

But hey, you can't just be giving away your attention when you have piles of stuff to do, right?

Well, [BlockSite](#) can help you with that!

BlockSite:

- Helps you focus better
- Cuts off your distractions
- Boosts your attention
- And maximize productivity

## **“This looks interesting but I have got no time”**

Maybe that is your reaction when a site pops up on your screen but you are too busy to read it right now.

That site might be just a cat video like the ones your friends send to you, but hey, what if it is actually important?

Maybe that site has information that can change your life (for the best)!

So check out [Pocket](#) and [Google Keep](#) so you can keep track of those sites for you to read later.

You can store and organize:

- Videos
- Articles
- Websites
- And basically everything you find while using the internet

(**Google Drive** and the Chrome **Reading List** are also great by the way)

### **Watch your clock!**

Did you know that there are people who dedicate good hours of their time to useless content without even noticing it?

“Oh just 30 minutes on Twitter!”

And then their afternoon is gone.

You might not be one of those people, but to measure how much time you are spending in your day is vital to managing your tasks.

That is why [Clockify](#) and [Todoist](#) are so great.

You can add them to your computer so you can keep an eye on how your time is being spent.

Maybe those “30 minutes” that you take for scrolling through social media are a little bit (a lot) more than just half an hour.

It will help you:

- Use your time better
- Manage your day
- Keep track of your distractions
- Abuse Parkinson's Law

⇒ *Question of the week* ⇐

**“Which PowerPoint / Outlook version are you using, and do you use Mac or Windows (and why)?”**

I have personally worked with Mac, and even though it is a pretty good system, I have switched to Windows since 2017 and I don't feel like going back.

You are forced into a little “ecosystem” inside Mac that creates a lot of compatibility issues, so since I started with my first job and my professional life, I am using Windows.

About my PowerPoint / Outlook version, I use the Microsoft 365 Family Package.

I always get the latest version of all the Microsoft Office products, and even though it has a yearly subscription, it is totally worth it!

Especially when you are sharing it with more people.

(Notice that you might not get the most recent features from Office products if you are using Mac)

*Thank you for your attention!*

And with that we reach the end of our newsletter for today...

I hope to have helped you in this email.

Thank you a lot for subscribing, sharing and reading this newsletter, it is a really big deal for me!

Keep your eyes open for more emails from me, see you!

PS: In case you have any questions or feedback, please write an email to [email] and let me know.