



## Organize Your life with a Dashboard 2008-05

Dashboards have been adapted by business managers as the central information center. Executives use them for “at a glance” status updates or the jump off point for additional information. The usefulness of a dashboard can be extended to our home to help us get organized.

Apple’s new Leopard OS has a build in dashboard with a host of useful gadgets. If you don’t have an Apple PC, you can still create a personal or family dashboard using iGoogle. Take a look at this sample dashboard created using iGoogle. At a glance, you can see the date, time, weather, appointments, email, and a to-do list.

The screenshot shows an iGoogle dashboard with the following components:

- Navigation:** Links for Web, Images, Maps, News, Shopping, Gmail, and more. User email: Moretimeforfun@gmail.com. Links for Classic Home, My Account, and Sign out.
- Search:** iGoogle logo, search bar, and buttons for Google Search and I'm Feeling Lucky. Links for Advanced Search, Search Preferences, and Language Tools.
- Dashboard Tabs:** Home, Hobbies, Dashboard (selected), Entertainment, Traffic and Maps, News, Add a tab. New! Select theme | Add stuff.
- Time and Date:** 8 07 PM, Tuesday, April 15, 2008.
- Live Weather:** Sterling, 56.2° F, Clear. Widespread frost after midnight. Low: 25 to 30. Forecast for Wed (66°/36°), Thu (73°/44°), and Fri (78°/50°).
- Google Calendar:** April 2008 calendar grid. Today: Tue 4/15, All day Tax Day, 10:30am Dentist. Tomorrow: Wed 4/16, 12:30pm Luch with Amy. In 2 days: Thu 4/17, 6:00pm dinner w/ Alvin. Birthday Reminder.
- Gmail:** Inbox (1), Hide preview, Compose Mail. Eric - Reminder - Friday night gathering - 8:07pm.
- LabPixies Calculator:** Calculator widget.
- To Do:** 1. pick up dry cleaning, 2. stain deck, 3. groceries shopping, 4. Type new task here.
- Stock Portfolio Gadget:** Widget for tracking stock portfolios.

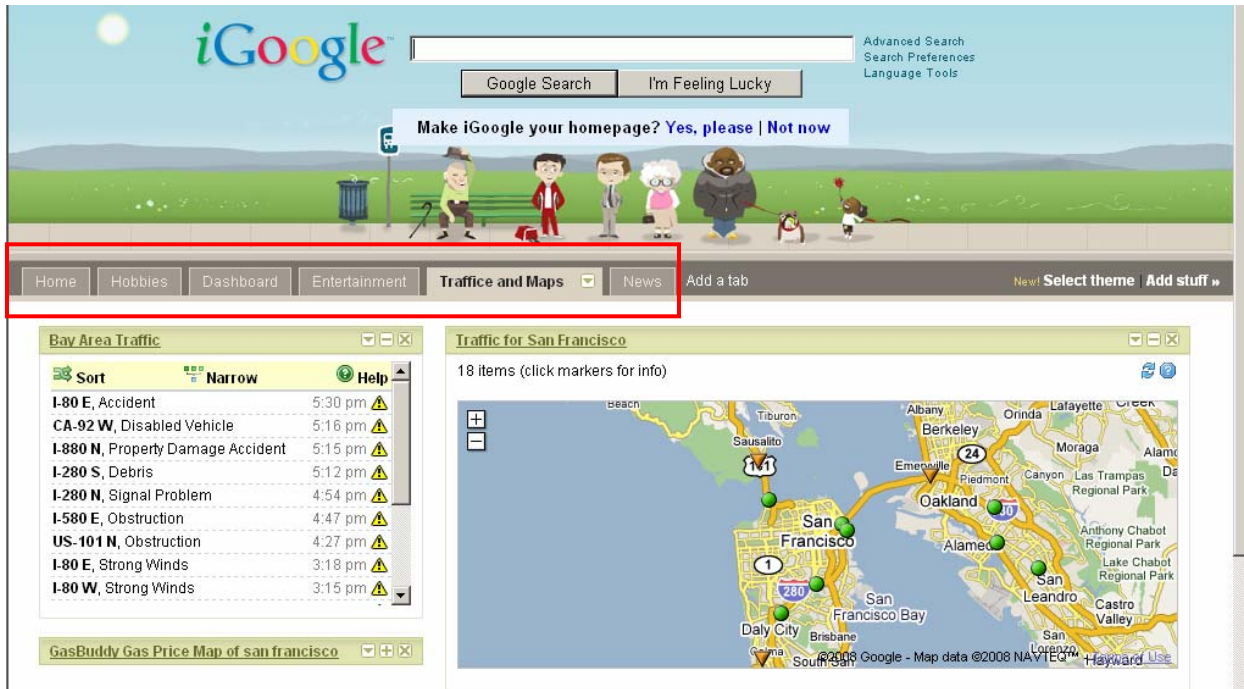
A word of caution; iGoogle, Google Calendar, and GMail are great tools; however, be careful how much personal information you put on the web. Also keep in mind, because these are internet tools, an interrupted internet connection means you can’t get to your information.

If you are cautious and are willing to take the occasional internet outage that’s possible, you can setup your own iGoogle dashboard very quickly. To setup set up an iGoogle dashboard, follow these steps.

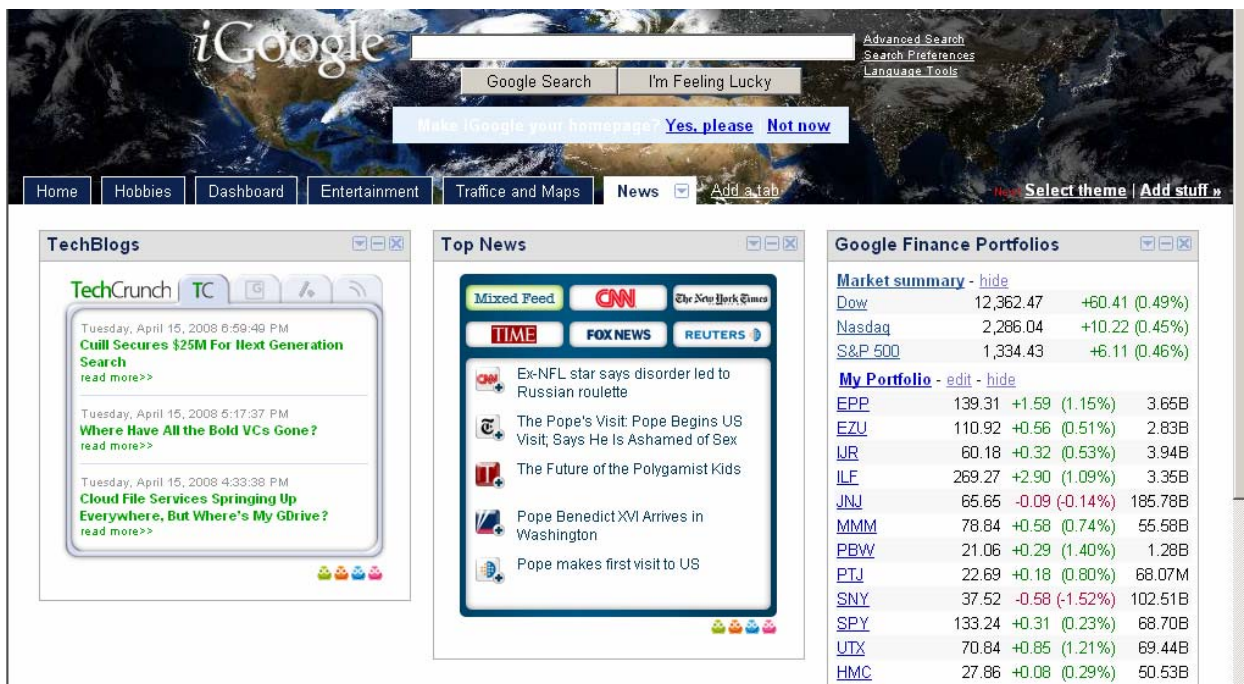
1. open up your internet browser and go to [www.google.com](http://www.google.com)
2. Make [www.google.com](http://www.google.com) your home page. For Internet Explore, go to tools/internet options, and on the General Tab’s Home page section, click Use Current, then close the windows.
3. On [www.google.com](http://www.google.com)’s page, on the top right hand side, click on the iGoogle link. You can then create a simple dash board. If you like it, you can register and create an account with Google to maximize the utility from the iGoogle tool.



Once you have the iGoogle account setup, you can start adding "stuff" to your page. You can create multiple tabs to keep things organized. For example, we have a traffic and Maps tab that shows live traffic conditions in the San Francisco Bay Area.



On the News tab, we keep track of the techCrunch blog, top news, and our stock portfolio.



Use common sense and caution, you can use the great Google tools to help organize your life and give you more time for fun.