

## 2026 Board of Directors



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## Curiosity: The Investigator's Superpower

George Gergis, CLI  
INspi Board Chairperson

As professional investigators, technical skills and procedural knowledge are essential, but curiosity is what truly sets great investigators apart. It is the engine that propels research forward, the unseen force that turns routine inquiries into meaningful discoveries. Curiosity is not just a personality trait; it is a critical professional superpower. When applied deliberately, it enables investigators to uncover truth, connect scattered facts, and approach complex cases with creativity and resilience.

### The drive behind good investigation

Curiosity is the instinct to know more, to understand the "why," "how," and "what if" behind every situation. In investigative work, that instinct pushes a professional beyond surface-level answers. Where others may accept a statement, a record, or an event at face value, the curious investigator keeps asking questions. That persistence often makes the difference between an inquiry that stalls and one that produces real insight.

Curiosity also sustains effort. Many investigative tasks involve long hours of reviewing documents, analyzing timelines, interviewing witnesses, or comparing records.

Many classes teach methodology. For example, the S.T.A.I.R, a strategy method taught to investigators throughout many countries, structures investigator's efforts into:

Situation – The circumstances that may have created the need for investigation or actions.

Task - Documenting information regarding any tasks conducted and planned.

Analysis - Documenting the analysis of information gathered or reviewed.

Investigation - Documenting aspects of the investigation not reported or progress.

Results - Documenting results or any issued such as identified legal issues, burden of proof or offering possible conclusion

No matter what strategy tools or methods are used, without a genuine interest in the unanswered question, those tasks can become mechanical. A curious investigator, however, remains engaged because each detail may reveal something important.

### Seeing patterns others miss

One of curiosity's greatest strengths is its ability to help investigators connect the dots. A police report, property record, social media post, court filing, or surveillance note may seem ordinary when viewed alone. A curious mind looks at each item and asks how it might fit into a broader pattern.

That mindset turns information into evidence. A deed transfer may suggest more than ownership. A phone number appearing in multiple records may indicate a hidden relationship. A small inconsistency in dates may point to fabrication, concealment, or a mistaken narrative. Curiosity encourages the investigator to test possibilities rather than assume the first explanation is the correct one.

### Better interviews and communication

Curiosity also improves how investigators interact with people. During interviews, the most useful information often comes not from a prepared checklist, but from attentive listening and thoughtful follow-up questions. When an investigator is genuinely interested in the subject's account, the conversation becomes more natural and more productive. This kind of curiosity sharpens observation. It helps an investigator notice hesitation, changes in tone, unusual phrasing, or gaps in a timeline. It also builds rapport. People are more likely to speak openly when they feel they are being heard, rather than merely processed. As a result, curiosity can lead to both better information and stronger professional relationships.

(Continued on Page 11)

# New Members & More

Please welcome our newest members,  
joining January through March.

Available Now!

**Stephanie Mitchell**  
PIEDUCATION.COM & PURSUITMAG.com  
Nashville, Tennessee

**DATING APP, SOCIALS, FINANCIAL APPS  
E-Chatter**  
<https://vimeo.com/1076412194/f1f1a77511>

**Richard Perez**  
Subrosa Investigations, LLC  
Chicago, Illinois

**NUANCES OF INDIVIDUAL DUE DILIGENCE  
LOCATES, BACKGROUNDS, AND ASSETS &  
LIABILITIES**  
**Associates in Forensic Investigations**  
<https://vimeo.com/1080532369/c79adf7c20>

**Lacey Money**  
Money Trail Investigations, LLC  
Seymour, Indiana

Would you like to be part of the “**Member Spotlight**” series? Many of you may not be aware of the wide range of skills that are represented by our members. In order for us to learn more about our colleagues, the newsletter has featured INspi members in the last several issues and we would like to add more to our library of “interviews.” If you would like to be a part of this series, please contact Jan Fye, INspi Executive Administrator, at [admin@indiana-investigators.com](mailto:admin@indiana-investigators.com) to discuss this opportunity.

## **2026 Annual Conference** ***Investigative Edge 2026—Sharpening Your Craft*** **June 25, 2026**

Please join us in South Bend as we bring you three dynamic presenters discussing topics important to our success.

**Kelly Riddle**, Running a Successful PI Business

**Ryan McDonald**, What Lawyers Need but are Too Dumb to Say: The Impact of the Rules of Evidence and Trial Procedures on Obtaining ESI and Presenting Digital Evidence to the Court

**Matt Aubin**, AI for the Modern Private Investigator: Practical Tradecraft for Real Investigations

**Register by April 30<sup>th</sup> to receive a \$30 discount** on the \$149 member conference registration fee. You have received information regarding the registration process, however if you have any questions, please reach out to Jan at [admin@indiana-investigators.com](mailto:admin@indiana-investigators.com) for assistance.

Ten of our members have already registered. Don't be late!

We look forward to seeing you in June!

# Investigator Medical Emergencies

By Kitty Hailey, CLI

Several proven maladies regularly affect the health of the investigator, and by extension, the work they perform. I know this sounds ominous, but it is absolutely true. So I have put together a list of things that can happen during the course of a professional career as a licensed private investigator. I have included some cures and precautions as well. My goal is to help arm you in the event of a virus or attack of any sort.

## ATTORNEY FOOT IN MOUTH DISEASE:

Frequently, lawyers have established theories of the case without evidence. They select a plan that has worked for them in the past and attempt to have the investigator fit his/her size 9 foot into their size 6 shoe. As a seasoned investigator, you realize that it is best to do the investigation, obtain the evidence and provide it all to the attorney so that a theory can be established based on true facts and real evidence. The major symptoms of this disease are the following:

1. Not allowing the investigator to see the entire file.
2. Selectively providing only that evidence that bolsters their client's claim without making the investigator aware of vital facts known to the legal team.
3. Directing the investigator to get only a specific statement that strengthens the attorney's theory without evidence to back it up.
4. Not sharing vital information with the investigator, like the fact that the witness was interviewed multiple times in the past or that there is danger at the residence.

No amount of palliative care can soothe the unsuccessful investigator who has put forth their all but was chased off a property by a dude with a gun. Especially when the attorney knew that was a possibility before making the assignment. In the end, the attorney might suffer from Egg on Face in court (another version of this same illness). Worse yet, the investigator's time is wasted as the attorney knew the probability of failure in advance.

## HUNGER INDUCED UNDERESTIMATION:

This is the illness that attacks the starving investigator who is so anxious for work that they quote a price just to get a retainer in their bank account. The initial soothing balm of this quick fix might stave off hunger pangs for a bit. When that initial deposit on account is fully exhausted, the hunger begins again. Now it is further complicated by the need to complete the assignment without further funds being available. Fortunately, such sickness is not contagious. And illness is avoidable by taking a deep breath, slowing down the process and analyzing the matter in an intelligent way. Estimate the costs. Prepare a contract. State that the initial payment is a deposit only. Quote the amount necessary for future work and establish a monthly/weekly invoicing system that will allow both client and investigator to slowly accrue information without breaking the bank.

## ACTUAL VIRUS':

When your computer is sick, it can have a deadly effect on your health. Protect your data. Protect your sources. Protect yourself by protecting your computer. This is a preventable disease. Do not open unknown attachments. Do not respond to unknown persons. Use a firewall. Have someone who knows what they are doing (a doctor of sorts) give your computer regular checkups for good health. Avoid this illness. Put a mask on it before you need to amputate something vital.

So this quirky little article was really my way of saying that you should be aware of pitfalls, avoid problems and anticipate what is necessary for the health of your business. There are many things that we should all do to protect ourselves and our clients. First and foremost is to be aware that our real health comes first. Keeping physically fit, mentally stable, regularly fed with good sleep habits is the first line of defense for the investigator. Not eating burgers and fries while sitting on surveillance every day. Watching our diet, seeing the doctor for regular checkups, being aware of the toll our work takes on our mental health. These are all ways of staying viable in this tough profession.

Do regular checkups of our systems and business practices. Make sure we and all our equipment, our employees and our families are doing well. Using our associations, like INSPI, to provide manpower, education, advice and insight when we need another's wisdom.

Make 2026 a year of health. Health equals wealth. Without it, we are vulnerable to infection from outside sources.

# Artificial Intelligence, Privilege, and the Private Investigator: Why *United States v. Heppner* Is the First of Many Decisions That Will Reshape Our Industry

By Matt Spaier

As technology improves, the private investigation industry stands at the edge of a profound legal transformation. Artificial intelligence has already altered how information is gathered, analyzed, and reported. But until recently, many investigators, attorneys, and corporate actors operated under a dangerous assumption that communications with generative AI tools could be treated like confidential legal strategy discussions.

On February 17, 2026, the United States District Court for the Southern District of New York issued a Memorandum Opinion in *United States v. Heppner, No. 25-cr-00503 (JSR)*, decisively rejecting that assumption.

This ruling is more than a criminal procedure decision. It is a warning shot to the legal and investigative professions. It clarifies that generative AI platforms are not attorneys, not agents of attorneys, and not inherently confidential environments. Most importantly, it reinforces a timeless principle that private investigators must never forget:

**Methodology matters.**

**How information is obtained matters.**

**And what you share — and with whom you share it — determines whether it is protected.**

This decision is likely the first of many that will directly impact how investigators use AI in their daily work.

## The Heppner Decision: What Happened

In *Heppner*, the defendant used a generative AI platform name Claude to prepare written analyses related to his defense strategy after receiving a grand jury subpoena. His attorneys later asserted that those AI-generated documents were protected either by attorney client privilege or the work product doctrine. It should be noted that Mr. Heppner was not instructed to do any research by his attorney, but rather chose to research legal defense theories and strategies after he was served with Grand Jury Subpoena. The Honorable Jed S. Rakoff rejected both claims

A summary of the decision suggests the following points:

### 1. AI Is Not an Attorney

The court held that attorney-client privilege applies only to communications:

- Between a client and an attorney
- Made for the purpose of obtaining legal advice
- Intended to be confidential

Claude is not an attorney. It was not acting under the direction of counsel. Additionally, no attorney directed the defendant to run searches or queries. The court emphasized that discussions of legal issues between non-attorneys are not protected simply because they involve legal topics. An AI platform cannot be transformed into a privileged channel merely because legal questions are discussed within it.

### 2. No Reasonable Expectation of Confidentiality

Even more significant for investigators, the court examined the platform's privacy policy. It noted that Anthropic collected user inputs and outputs, used data to train the model, and reserved rights to disclose

# Artificial Intelligence, Privilege, and the Private Investigator: Why *United States v. Heppner* Is the First of Many Decisions That Will Reshape Our Industry

(cont.)

information to third parties. The court concluded that the defendant had no reasonable expectation of confidentiality in his communications with the AI system. For investigators, this is critical. If you input case facts into a public AI system, you may be sharing that data beyond your intended audience. This could impact legal decisions in the future on privacy issues.

### 3. Work Product Doctrine Did Not Apply

The work product doctrine protects materials prepared by or at the direction of an attorney in anticipation of litigation. But in *Heppner*, the AI documents were created by the defendant on his own initiative, not at the direction of counsel. They did not reveal counsel's mental impressions or litigation strategy, therefore, they were not protected. The court concluded succinctly that generative AI's novelty does not exempt it from longstanding privilege rules

### Why This Matters to Private Investigators

Private investigators frequently work at the intersection of litigation, corporate disputes, criminal defense, and internal investigations. Increasingly, AI tools are used to summarize discovery, analyze financial transactions or identify patterns in communications. AI tools can also be used to draft reports, assist in timeline construction and to conduct open-source intelligence analysis (OSINT)

But the *Heppner* decision draws a bright line:

### Using AI does not magically create privilege.

If investigators input sensitive case facts into a public AI platform without direction from counsel and without safeguards, those materials may be discoverable. This has profound implications for civil litigation, criminal defense investigations, corporate internal investigations, regulatory matters and insurance fraud cases. Investigators must now consider whether their use of AI tools could unintentionally expose client strategy.

### Attorney-Client Privilege: What Investigators Must Understand

Many investigators misunderstand privilege. It does not protect facts, evidence or investigative findings. It protects communications between attorney and client made for the purpose of obtaining legal advice.

An investigator's work becomes privileged only when:

1. The investigator is retained by counsel,
2. The work is performed at counsel's direction, and
3. The work is intended to assist counsel in providing legal advice.

Even then, privilege may be limited.

*Heppner* reinforces that simply discussing legal strategy with a third party, including an AI platform destroys privilege.

For investigators, this means if you are hired directly by a client (not counsel), your communications are generally not privileged. Also, if you use AI independently to "pressure test" a theory, that may not be protected. Additionally, if you upload documents to a cloud AI system, you may waive confidentiality. Privilege is not about labels. It is about structure and method.

# Artificial Intelligence, Privilege, and the Private Investigator: Why *United States v. Heppner* Is the First of Many Decisions That Will Reshape Our Industry

(cont.)

## The Critical Role of Methodology

The most important takeaway for investigators is methodological discipline. Courts do not merely ask *what* you discovered. They could ask how the information was obtained, who directed the work, where was the data stored, who had access, and if the data was confidentiality preserved. The *Heppner* court analyzed whether counsel directed the AI searches, whether communications were confidential and whether materials reflected attorney mental impressions .

For investigators, best practices should include the following:

### 1. AI Use Protocols

- Never input client-sensitive data into public AI platforms without attorney authorization.
- Understand the platform's privacy policy.
- Confirm whether data is stored, reused, or shared.

### 2. Engagement Structure

- Ensure retention is through counsel when litigation is anticipated.
- Clarify scope and direction in writing.
- Document that work is conducted at counsel's instruction.

### 3. Data Governance

- Control where investigative data is uploaded.
- Avoid unnecessary duplication across third-party platforms.
- Maintain secure storage practices.

The difference between protected and discoverable information often lies in procedural precision.

## AI Is a Tool — Not a Shield

One of the most powerful statements in *Heppner* is that generative AI's novelty does not exempt its use from traditional legal doctrines. This is a broader signal to the investigative industry:

Courts will apply existing principles to new technologies.

Investigators cannot assume:

- AI-generated reports are inherently protected.
- Using AI for legal analysis makes it privileged.
- A platform's "private" interface equals legal confidentiality.

AI is like hiring a third-party consultant who keeps copies of everything you tell them — unless you have a specific contractual and legal framework in place.

**Artificial Intelligence, Privilege, and the Private Investigator:  
Why *United States v. Heppner* Is the First of Many Decisions That Will Reshape Our Industry  
(cont.)**

## **The First of Many Decisions**

*United States v. Heppner* is almost certainly the first of many decisions addressing:

- AI and attorney-client privilege
- AI and work product doctrine
- AI and discovery obligations
- AI and corporate investigations
- AI data retention and subpoena exposure

Future cases will likely examine:

- Whether enterprise AI systems under contract differ from public tools
- Whether AI embedded within law firm infrastructure changes the privilege analysis
- Whether internal AI models trained on firm data create new confidentiality standards
- Whether AI hallucinations create evidentiary risks

Private investigators must anticipate that courts will scrutinize AI-assisted investigations.

This is not a temporary issue. It is the beginning of a doctrinal evolution.

## **Practical Guidance for the Investigation Industry**

### **1. Build AI Policies Now**

Firms should implement written AI usage policies covering:

- Permissible uses
- Prohibited inputs
- Client authorization requirements
- Confidentiality safeguards

### **2. Educate Clients and Counsel**

Investigators should proactively inform attorneys about:

- How AI tools operate
- What privacy policies permit
- Where risks exist

Many attorneys do not fully understand AI platform data policies. Investigators must not assume they do.

Courts may increasingly ask how conclusions were derived.

**Artificial Intelligence, Privilege, and the Private Investigator:  
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(cont.)**

#### **4. Document Direction from Counsel**

If litigation is anticipated:

- Confirm investigative steps in writing.
- Clarify that AI use, if any, is authorized.
- Maintain records of instructions.

Methodology protects you.

#### **The Broader Ethical Question**

The investigative profession is built on credibility. Lawyers and ultimately jurors trust investigators who follow lawful procedures, can maintain chain of custody, protect confidentiality and operate transparently. AI introduces efficiency, but also opacity. If an investigator cannot explain how AI reached a conclusion, what data was input, where that data is stored, then the investigation may be vulnerable. Having good methodology and best practices procedures should limit any possible exposure. *Heppner* reminds us that the law values structure, and traditional legal opinion/procedure over convenience.

#### **Conclusion: Discipline in the Age of AI**

The ruling in *United States v. Heppner*, No. 25-cr-00503 (JSR) (S.D.N.Y. Feb. 17, 2026), makes one principle unmistakably clear:

#### **Generative AI does not create privilege. Methodology does.**

The court applied longstanding legal doctrines to a new technology and refused to expand privilege to communications with an AI system. For private investigators and the legal community, this decision is a wake-up call.

AI will remain an invaluable tool for:

- Data analysis
- Pattern recognition
- Research efficiency
- Drafting assistance

But it must be used deliberately, ethically, and within a structured legal framework.

This is the first of many decisions that will shape how AI intersects with investigations. The firms that adapt early that understand privilege, structure engagements properly, and treat methodology as paramount will lead the profession. The rest will learn the hard way that innovation without discipline invites exposure. In the end, the investigative industry's greatest protection has never been technology. It has always been process.

*Matthew Spaier is the President of Satellite Investigations in New York, NY. He is the Chairman of the Associated Licensed Detectives of New York State. He can be reached at [MatthewS@Satellitepi.com](mailto:MatthewS@Satellitepi.com)*

# Member Spotlight—Jc Cheshire



**Introduction--Tell us a little about you and your company.** My name is Jc Cheshire, first and foremost I am a follower of Christ, father of 4, loving husband and I am the owner and lead investigator of Cheshire Investigation Agency (CIA). Prior to entering the private sector, I spent ten years in the U.S. Army, including a deployment to Iraq as a gunner, and served as a Military Police officer. The discipline, observational skills, and analytical mindset I developed during my military service naturally transitioned into establishing my own investigative firm here in Indiana.

**When did you become a member of INspi? What inspired you to join?** I became a member of INspi September 5, 2025. I joined because, as a newly licensed investigator in Indiana, becoming part of the state's premier professional network felt like the natural and appropriate next step. It has already proven its worth—several members have reached out to share insights and tools, and I've even secured work from an insurance agency that found my listing in the member directory.

**How has INspi been helpful to you so far?** The networking and shared knowledge from other members have been invaluable. Beyond the camaraderie, having a visible membership listing has directly translated into new business, serving as a trusted lead generator for agency work.

**What inspired you to become a private investigator?** The inspiration came from a very personal place. Growing up in Florida, I never knew my biological father. In my twenties, armed with only three potential names and absolutely no investigative experience, I set out to find him. I successfully tracked down all three individuals including one who was homeless at the time. Fast forward to my late thirties: a DNA test connected me with a distant relative. By utilizing genealogy research and building out family trees, I narrowed the search down to two brothers. I reached out, requested a DNA test, and finally found my biological father.

That experience ignited a passion in me. I realized that with access to professional databases and investigative tools, I could help others find their missing loved ones. While my day-to-day work now leans heavily into workers' compensation fraud and surveillance, the core desire to uncover the truth, combined with the investigative foundation I built as a Military Police officer, drove me to become a PI.

**What are your firm's specialties?** Cheshire Investigation Agency specializes in mobile and field surveillance, comprehensive background checks, skip tracing, and open-source intelligence (OSINT). We work heavily with law firms and insurance carriers on complex, multi-investigator surveillance operations.

**What is the most interesting case you have worked on?** I took a case where a client believed his ex-wife from five years prior had hired his current girlfriend to spy on him. He felt he was being tracked and followed. It sounded a bit paranoid at first, but after digging in, it turned out his instincts were absolutely correct. I ended up conducting counter-surveillance on another private investigator who was actively tailing my client on behalf of the ex-wife, and the current girlfriend was indeed in on it, feeding them information. It was a fascinating, multi-layered operation.

**What is the most challenging case you have worked on?** One of the more logistically challenging cases involved a rural surveillance operation for an insurance defense matter. The subject's remote location required extremely careful positioning at road ends and out-of-sight observation points to avoid burning the surveillance. Through a combination of early OSINT work and deploying a two-man team for mobile hand-offs, we successfully tracked the subject to a high school event, capturing clear video evidence of them lifting heavy equipment and moving freely without their claimed mobility aids.

**What is your favorite/least part of being a private investigator?** My favorite part is the adrenaline rush of a mobile trail or executing a creative pretext. There are moments, like doing surveillance disguised as a utility worker up on a ladder against a telephone pole where it genuinely feels like you're living in a movie. My least favorite part is the other extreme: sitting alone in a vehicle for a six-hour stakeout where the subject never leaves the house and absolutely nothing happens.

# Member Spotlight—Jc Cheshire (cont.)

**What are some common misconceptions about private investigators?** A major misconception is that we have unrestricted, movie-style access to everyone's private lives like reading text messages, tapping phones, or hacking into bank accounts. In reality, we operate strictly within the bounds of the law, relying on hard work, public records, open-source intelligence (OSINT), specialized proprietary databases, and old-fashioned field surveillance to build a case.

**How do you stay up to date with the latest techniques and technologies?** I maintain a strong focus on technology and continuous improvement. I utilize aggregate databases and advanced OSINT strategies to track digital footprints. I also have a background in software development, which I am currently leveraging to build custom, streamlined case management and secure evidence-tracking applications specifically tailored to the workflow of modern private investigation.

**What didn't you know about being a private investigator before you started that you wish you had known?** I wish I had fully understood the local market demand before investing in certain specialized equipment. For instance, I purchased high-end Technical Surveillance Counter-Measures (TSCM) and bug-sweeping gear early on. It turns out that those specific calls are incredibly rare in my current market, making it an expensive lesson in aligning equipment purchases with actual case volume.

**What is the most important thing you have learned as you have moved through your career as a private investigator?** Never assume an outcome. You have to remove your own biases and expectations, wait patiently, and let the evidence speak for itself.

**What are some of the biggest challenges facing private investigators today?** Business development and marketing are significant hurdles. Translating investigative skills into consistent lead generation, particularly when trying to break into corporate investigative contracts or securing vendor status with large insurance carriers, requires a completely different skill set than working a case.

**What else would you like to share?** Outside of the agency, I also own and operate Standard Issue Armory LLC, a Veteran-Owned Small Business (SDVOSB) and federally licensed 07 Firearms Manufacturer based in Greenville, Indiana. We specialize in designing and manufacturing AR-platform rifles and pistol-caliber carbines. Our primary focus is on fulfilling government contracts, so we operate purely as a manufacturing facility rather than a local retail showroom.

I'm also very excited to share that we recently launched our first web app, which will be hitting the app stores soon. If you are a firearm owner which I am sure many in this network are, I highly encourage you to visit [www.siavault.com](http://www.siavault.com). It is a comprehensive asset management tool designed specifically for firearms, and I think you will find it incredibly useful. Make an account, its free and there is an interactive demo you can play around in before ever making an account.



# Curiosity: The Investigator's Superpower (cont.)

[Continued from Page 1]

## A safeguard against assumptions

Another important strength of curiosity is that it protects against premature conclusions. Investigators who stop asking questions too soon may unintentionally confirm their own assumptions instead of testing them. Curiosity creates a habit of examining alternative explanations, checking sources carefully, and challenging easy answers.

That habit supports ethical practice. Professional investigators have a responsibility to follow facts wherever they lead, even when those facts complicate the case theory. Curiosity reinforces objectivity because it encourages exploration rather than advocacy. It helps investigators remain open-minded, thorough, and fair.

## Turning curiosity into a habit

Curiosity is partly natural, but it can also be strengthened through practice. Investigators can build it by slowing down long enough to ask one more question, reviewing facts from multiple angles, and resisting the urge to treat familiar cases as routine. Even a simple habit, such as asking "What am I missing?" at the end of each task, can improve the quality of an investigation.

Other useful habits include cross-checking records, looking for timeline gaps, and studying new investigative methods or technologies. These practices keep the mind active and prevent professional stagnation. Over time, curiosity becomes less of a trait and more of a disciplined method.

## Why it matters

In fiction, breakthroughs often look like intuition or luck. In real investigative work, they usually come from disciplined curiosity. The investigator who notices the odd detail, asks the extra question, or rechecks the assumption is often the one who finds the truth. For that reason, curiosity is more than a soft skill. It is the force that makes every other investigative skill more effective. Knowledge, technique, and experience all matter, but curiosity is what activates them. It keeps the investigation moving until the facts make sense and the story holds together.

## Tech Tips from Kim Komando

**3-second tech genius:** Your email button is lying to you. Clicking "unsubscribe" on a sketchy marketing email doesn't remove you from a list. It confirms your address is real and active. You're on five more lists by Friday. The move: On **Gmail**, open the email, click the three dots in the top right and select **Block** or **Filter messages like this**. On **iPhone Mail**, tap the sender's name at the top and hit **Block this Contact**.

**Windows has a built-in clutter detector that almost nobody uses:** Go to **Settings > System > Storage > Cleanup recommendations**, and Windows will surface old downloads, large forgotten files, synced cloud content you don't need locally and apps you haven't opened in months. Pick what goes, hit remove, done.

**Paste any YouTube link into ChatGPT, and it'll summarize the whole video:** That 47-minute documentary you bookmarked six months ago. The hour-long tutorial you'll "watch later." The conference keynote your boss forwarded. Paste the URL directly into **ChatGPT** and ask it to summarize, pull the key points or answer a specific question about the content. No plug-ins, no extensions, no watching required. I cleared out my entire "watch later" list in 20 minutes. It reads the transcript instantly. Your backlog doesn't stand a chance.

**Facebook is suggesting your profile to people with your number:** Handy for friends. Not so great for colleagues who didn't need to find your page. [Go to Settings](#) > **Audience and visibility** > **How people find and contact you**. Switch both your email and phone number to **No One**. Your work life and social life. Separate. As they should be.

# Get Sh#t Done (as shared on LinkedIn)

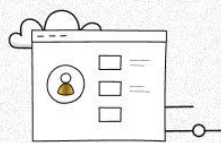
# GET SH#T DONE

## 12 Science-Backed Techniques To Supercharge Productivity

	Important	Not Important
Urgent	<b>Do</b>	<b>Delegate</b>
Not Urgent	<b>Decide</b>	<b>Delete</b>

### Eisenhower Matrix

Create a grid with four quadrants. Place tasks in the appropriate quadrant based on their urgency and importance.



### Timeboxing

Divide your day into blocks of time. Assign each block to a specific task or activity.



### Getting Things Done (GTD)

Write down tasks, organize them by priority, and review your list regularly.

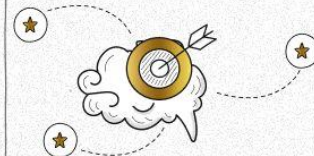
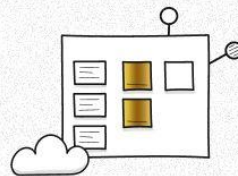


### 2 Minute Rule

When you identify a small task, complete it right away instead of adding it to your do later list.

### Kanban Board

Create columns for different stages of tasks (e.g., To Do, In Progress, Done) and move tasks through these stages.



### Mind Mapping

Draw a central idea and branch out with related tasks or concepts.

### SMART Goals

Define goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.



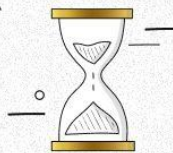
### Uni-tasking

Avoid multitasking by dedicating time to complete one task before starting another.



### Deep Work

Set aside time for intense focus on a single task, avoiding all distractions.



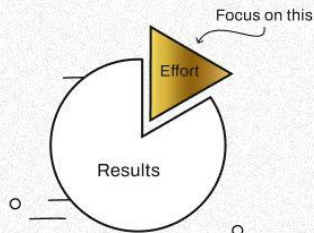
### Daily Planning

Write down tasks and schedule them into your day.



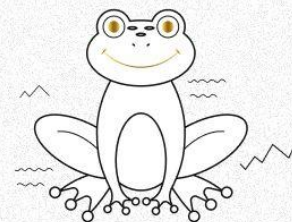
### Pareto Principle (80/20 Rule)

Identify and concentrate on the few tasks that make the biggest difference.



### Eat That Frog

Identify your most difficult task and complete it first thing in the morning so the rest of the day feels easy.



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The banner features a magnifying glass over an eye icon on the left, set against a background of city buildings.