

# 12 Powerful Google Tips Everyone Should Know

How many times do you Google a day?

Made up research suggests that you'll save about 12 years in your life by doing it fast!

Do it like a Pro.

**Define Key Terms** `Define:amortization`

Returns a brief glossary for any key term.

**Find "Exactly This"** `"business analyst" jobs`

Returns search results relevant to a phrase, rather than individual words in the phrase.

**Search Any Site** `site:fda.gov jobs`

Searches the specific website you provide. Can also search for any domain, example site:edu white paper requirement management.

**Find One | Another** `DOORS tutorial | lesson`

Performs multiple searches at once. This example yields results relevant to DOORS tutorial OR DOORS lesson. You can also use OR.

**Find Similar ~** `DOORS ~tutorial`

Searches for similar words automatically so you don't have to specify each variation.

**Search Wildly** `rational * software`

Can't remember part of the search phrase? Or would you like to search across a group of related items? Try

**Find Specific Files** `filetype:docx use case`

Brings back files of the specific extension you search by. Powerful to bring back templates, samples, etc.

**Negative Search** `jobs -junior`

Eliminates certain keywords from the search results.

**Analyze competition** `related: aetna.com`

Quickly understand who your competition is and understand current trends and practices.

**Hooked to Books?** `books by Karl Wigers`

Searches for books by a certain author

**Focus on Your Work** `Set timer 30 mins`

Give it a try. Eliminate distraction and allocate time to work.

**Got Time to Kill?** `do a barrel roll`

Yes, it does that! Also try "zerg rush". Impress on!



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