



Work Prioritization Panel Discussion

MARCH 22, 2023

Panelist Introductions



Danielle Faucett
Associate Registrar, Curriculum & Scheduling



Carla Jordan
Director of Undergraduate Advising



Jill Wood
Interim Director of Human Resources



Rocks, Pebbles, Sand

<https://www.youtube.com/watch?v=v5ZvL4as2y0>

FranklinCovey's Time Matrix

From *Manage Your Time Like a Pro: 7 Tips for Doing What Matters Most*

<https://www.franklincovey.co.uk/toolkits/7-tips-for-doing-what-matters-most/>



7 Habits of Highly Effective People

BE PROACTIVE

BEGIN WITH THE
END IN MIND

PUT FIRST
THINGS FIRST

THINK WIN-WIN

SEEK FIRST TO
UNDERSTAND,
THEN TO BE
UNDERSTOOD

SYNERGIZE

SHARPEN THE
SAW



Microsoft Tasks By Planner

Ultimate Task Management

- Manage your To Do's
- Assign Tasks to Others
- Include Notes, lists, comments & files
- Attach Deadlines
- Get Reminders
- Track Tasks easily
- Integrate with To Do and Outlook calendar
- Integral part of a Team

YouTube Tutorial:




<https://www.youtube.com/watch?v=ZtsK0A6KnL0>

 Add task


Planner Inst

☐ Complete the Planner notes on the Website



Last changed 09/22/2021 by you

  perri (GUEST) Needs Approval 



Bucket

Notes to Complete 

Progress

 In progress 


Priority

 Important 

Start date

09/22/2021 

Due date

09/24/2021 

Notes

☐ Show on card



If you go to the Planner website (in your office 365) Don't use NEW PLAN because it will not go over to teams. Planner is a stand alone app. You don't have to have Teams to open up Planner.

Checklist 0 / 2

☒ Show on card

- ☐ Decide on List Topic for the Website
- ☐ Design the Form for Tasks on Website
- ☐ Add an item

Attachments

 Mission Website
<https://mission-computers.com> ☐ Show on card[Add attachment](#)

+ Add task

☐ Create an Example for Video

  0/2

 Due




+ Add task

Needs Approval

☐ Complete the Planner notes on the Website

☐ Decide on List Topic for the Website

☐ Design the Form for Tasks on Website

    1  0/2

 09/24/2021



Needs Approval

☐ Try not to rename your Planner tab



Your team is notified in conversations tab of your new planner tab so if you change the name they may not find it.

 07/05



☐ Try not to rename the Team or Channel

Links to stuff in that Team or Channel may not work. There is a way to do this but not for the normal user to do it.

  1/2

 07/06



+ Add task

- The components of Goal
- The layout of the
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☐ Find out about attachments

 Excel Agendas v 3_1133472380.docx

 1

 10/07/2021



Needs Approval

☐ Example Task with Comments

 07/02




First Draft Needed Use in Promotions

☐ Label your Tasks with Colors

Once you rename a label. eg. Red is Urgent, then that is for the entire planner. Remember you can have a separate planner tab for other to dos.

 09/08/2021




+ Add task

First Draft Needed

☐ Can assign 1 To do to 11 people max

Because you have a meeting and you want everyone to prepare for that meeting, you can assign to all of them (upto 11) at 1 time.

 07/05



All Active ▾

Filter ▾

List

Board

Charts

Schedule

Task title

Assigned to

Priority

Due

Bucket ↓



Add a task



Negotiate pricing ...



Elva Hebert



7/8

Pre-Process



Record supplier n...



Elva Hebert



7/11

Pre-Process



Evaluate supplie...



Greta Gilliam



7/18

Pre-Process



Review suppliers s...



Brittney Beach



7/30

Pre-Process