Work Prioritization Panel Discussion

MARCH 22, 2023
Panelist Introductions

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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
Franklin Covey’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

YouTube Tutorial:
https://www.youtube.com/watch?v=ZtsK0A6KnL0

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
Complete the Planner notes on the Website

Last changed 09/22/2021 by you

Create (GUEST)

Needs Approval

<table>
<thead>
<tr>
<th>Bucket</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes to Complete</td>
<td>In progress</td>
<td>Important</td>
</tr>
</tbody>
</table>

Start date: 09/22/2021
Due date: 09/24/2021

Notes:
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

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

Attachments
- Mission Website
  https://mission-computers.com

Add attachment
Create an Example for Video

Needs Approval

- Complete the Planner notes on the Website
- Decide on List Topic for the Website
- Design the Form for Tasks on Website

Due

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.

- Find out about attachments
  Excel Agendas v3_1133472380.docx
- Example Task with Comments

- 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.
- 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.
- 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 do it.
<table>
<thead>
<tr>
<th>Task title</th>
<th>Assigned to</th>
<th>Priority</th>
<th>Due</th>
<th>Bucket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a task</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiate pricing</td>
<td>EH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record supplier</td>
<td>EH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate suppliers</td>
<td>GG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review suppliers</td>
<td>BB</td>
<td></td>
<td></td>
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</tbody>
</table>