Work Prioritization Panel Discussion

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Panelist Introductions

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Rocks, Pebbles, Sand

https://www.youtube.com/watch?v=vZvL4as2y0
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
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

Microsoft Tasks
By Planner

YouTube Tutorial:
https://www.youtube.com/watch?v=ZtsK0A6KnL0
Use the Tasks App in Teams

Shared Plans – Team Channel Tab

A new Planner experience is coming soon to Teams. Learn more

Task title

Assigned to

Add a task
Shared Plans

The Shared plans section of Tasks shows you plans that have been added to channels in Teams. You choose from a list of teams and channels and find the plan you're looking for. You can then work with the plan as usual in Board, Chart, or Schedule view, or in the List view unique to the Tasks app.
A unique feature of the Tasks app is how it displays tasks and information associated with them in rows and columns. This is called List view, and allows you to change many tasks at once, or filter your tasks.
Useful Features

- Assign Tasks
- Track Priority
- Stay on Track with Due Dates
- Filter Tasks by Status, Priority, Assigned To, etc.
- View Tasks in multiple formats: List, Board, Charts, Schedule
Adding a Task

When adding a task, you first input the basic information (title, assigned to, priority, due, bucket).

From there, you can click on the task to add more information, such as:

- Start Date
- Progress
- Notes
- Checklists
- Attachments
- Comments
The Tasks app provides notifications for Planner tasks which will show up in your Teams activity feed both on your desktop and in the Teams mobile app. You'll get a notification when:

- Someone else assigns a task to you
- Someone else assigns an urgent task to you
- Someone else makes a task assigned to you urgent
- Someone else makes a task assigned to you not urgent
- Someone else changes the progress of a task assigned to you
- Someone removes you from a task's assignees

Exporting to Excel – Web App

1. Go to https://tasks.office.com/mail.missouri.edu/en-US/Home/Planner/
2. Select the plan you want.
3. Once on the plan, select the three dots (see screenshot) and export to Excel.
A New Version is Coming!

The new Microsoft Planner: A unified experience bringing together to-dos, tasks, plans and projects - Microsoft Community Hub.