00:31:09 Ginny Smith: Good morning! I'm a Faculty Assistant, Stanford, CA

00:31:49 Christina Swanby: Good morning All - Happy Friday! A few technical difficulties, but I'll get it resolved momentarily. Thank you!

00:35:20 Julie Tausch: lol I just went to grab my knitting

00:35:22 Julie Tausch: no kidding

00:35:31 Sherrie Warner: That's my daily life

00:35:39 Barb Woods: Totally feel like yarn!

00:35:49 Alice Tomlinson, Pacific Life: I am yarn

00:36:02 Virginia Davis: What a GREAT VISUAL!!

00:36:37 Sharon Yearwood: I'm all for a bigger plate!!!

00:38:29 Barbara Nilles, CAP, TA: I want to take on more responsibilities at work

00:38:32 Alice Tomlinson, Pacific Life: I want to be able to breathe ..

00:38:40 Leslie Parker: Less stress, clearer mind

00:38:42 Sherrie Warner: To make my life less complicated. I am always thinking about work and feel like it is consuming my life.

00:38:48 ReBekah Thompson, CAP-CPS, CWCA, PACE: I need to be able to truly feel like I am in control of my time, not that it controls me!

00:38:50 Melonie Bradley: To be able to breathe and not feel like I am not swimming against the tide everyday!

00:38:50 Crystal Weinberger: Less wasted time! And how to deal with interruptions

00:38:56 Sharon Yearwood: I want to feel more in control of my environment, feel less stressed about what needs to be done but hasn't been completed yet.

00:38:56 Carolyn Sigler: I want to stop working so much overtime.

00:38:59 Ginny Smith: to have a clear mind when I leave each day knowing I did everything that was necessary

00:39:01 Debbie : better balance - making sure there is time for family (me) as well as work - less stress!

00:39:08 Barbara Nilles, CAP, TA: Trying to help my coworker out who takes on too much

00:39:10 heidi koren: Not feeling like I'm behind the 8 ball all the time.

00:39:11 Debra Bullis: I wear a lot of hats and only have 1 head - I need to better organize/plan so that I can be my best and do my best to support my team and my family

00:39:11 Grey, Suzanne Michelle: I have a lot of cool stuff going on at home and at work. I don’t want to miss out on anything and I want to be able to do all of the stuff that I want to do.

00:39:15 Barb Woods: feel like everything is under control

00:39:16 Bryant, Joy L (US): I want to feel more equipped at work when I am pulled in so many directions

00:39:33 Virginia Davis: I’m looking to steward my life & skills well .. more of a personal perspective for me today

00:39:38 Iris Fowler: I’d like to be more efficient and less stressed while getting things done within the time allotted

00:39:41 Darlene Dreyer: Time to care for family; time with furkid Coffee

Building Trustworthiness among colleagues at work for my ability to follow through.

00:39:43 Sudipa Sarkar: I want people to take ownership of simple tasks

00:39:43 Melba MADDY: I want to feel like I've accomplished a lot during the day.

00:39:53 TerriE: I want to make sure I've done what's most important and not spend too much time on the non-important stuff.

00:39:55 Maria Avila: Want to have clear vision and better organized and have a sense of accomplishment

00:40:02 April Huff: Leaving work knowing that everything has been completed for the day and able to turn my work brain off for the night

00:40:20 Barbara Nilles, CAP, TA: yes

00:40:21 Cindy Silvey: definitely less unproductive time to allow focus on a project I want to undertake, admin forum at my organisation

00:40:24 Sharon Yearwood: I also want to stop feeling GUILTY about not having completed everything that needs to be done.

00:40:28 Lauren: I want to feel okay about closing my computer at the end of the day and going home to play with my baby girl. work and home guilt

00:41:15 Debbie : forgot to add - more proactive instead of always feeling like I'm in reactive mode

00:48:47 Debra Bullis: I have to attend a meeting at our first break - will be a little late rejoining - poor time management on my part :(

00:49:42 Sudipa Sarkar: 😍

00:56:18 Leslie Parker: Email management wasn't a choice = 0.67

00:56:32 Julie Tausch: yeah I had that one too

00:56:38 Sharon Yearwood: My other weakest area was Email Management

00:56:39 Darlene Dreyer: E-mail mismanagement, lol.

00:56:39 Debbie : Email management

00:56:41 Barb Woods: Me too

00:56:42 Maria Avila: Same here

00:56:43 Sherrie Warner: Email management and electronic filing......

00:56:47 Melba MADDY: Email Management

00:56:49 TerriE: email management

00:56:50 Sudipa Sarkar: Yes, email management is also for me

00:56:50 Alice Tomlinson, Pacific Life: Email Management

00:56:51 Cindy Silvey: email management

00:57:02 Leslie Parker: Oh digital filing too!!

00:57:07 April Huff: Delegating work/Asking for help when overwhelmed

00:57:08 Kathleen: email management and electronic filing

00:57:21 Julie Tausch: Asking for help is a good one

00:57:36 Sarah's iPhone: Email management and digital filing

00:57:43 Sherrie Warner: Electronic/digital filing is

00:58:09 Julie Tausch: That's interesting

00:58:13 Melonie Bradley: Email management, management and juggling the needs of two departments.

00:58:30 Melonie Bradley: \*file management\*

01:06:03 Virginia Davis: This is a great distinction to make .. eager to learn about the Management aspect

01:07:31 Leslie Parker: PM Lab is AWESOME!!!

01:07:44 Debra Bullis: The Project Management Lab is fantastic

01:08:02 Virginia Davis: @Leslie .. @Debra AGREED!!

01:11:49 Alice Tomlinson, Pacific Life: I had ice cream for dinner on Wed night

01:12:01 Virginia Davis: Cereal Night!

01:12:14 ReBekah Thompson, CAP-CPS, CWCA, PACE: Wine night!

01:12:24 Alice Tomlinson, Pacific Life: LOVE wine night

01:14:52 Melba MADDY: I can't wait to see that!!!

01:16:05 Iris Fowler: That’s me my workspace is cluttered

01:16:07 Ginny Smith: ...currently looking around my desk and yeah, need to work on this :)

01:16:13 TerriE: my dining room table is awful for an organized space. I'm ready to back to the office

01:16:14 Alice Tomlinson, Pacific Life: lol

01:16:38 Debra Bullis: I hate clutter. It drives me crazy. Yet, I can't seem to get it under control.

01:16:39 Maria Avila: Guilty of same

01:16:54 Leslie Parker: @Debra - so true

01:16:57 Debra Bullis: Clutter stresses me out

01:17:06 Bryant, Joy L (US): totally agree!

01:17:13 Zesira Smith, Administrative Assistant | Unity Care, NW: yeah it's hard when your daughter invades your home workspace. I have a Barbie on my desk that keeps staring at me.

01:17:20 Carolyn Sigler: My desk at the office has never been cleaner...since all my stuff is at home now. :)

01:17:35 Leslie Parker: lol - Carolyn

01:17:55 ReBekah Thompson, CAP-CPS, CWCA, PACE: My space is the only thing that's organized! I spend way too much time organizing and reorganizing for maximum efficiency!

01:17:57 Barb Woods: so neat and tidy!

01:18:38 Alice Tomlinson, Pacific Life: WFH is actually living at work … you have to try to find a space that you can step away from, even if it is with a room divider, or a plant to hide your monitors so you can't see them in the evenings ...

01:19:00 Melonie Bradley: I have a saying and I think it actually came from my Mom, “Cluttered Space = Cluttered Mind. When my space gets cluttered I have to straighten it out because I literally cannot function!

01:19:19 TerriE: Amen Alice!

01:19:20 ReBekah Thompson, CAP-CPS, CWCA, PACE: Me too Melonie!

01:19:40 Cindy Silvey: sometimes I put stuff away and then forget I had to work on it

01:19:41 Maria Avila: @Melonie - yes, so true!

01:20:19 ReBekah Thompson, CAP-CPS, CWCA, PACE: I suffer from analysis paralysis...I spend so much time thinking about how to do set up a task, or execute task that I don't actually get to the task until I'm up against a deadline!

01:20:21 Melonie Bradley: @Cinidy that’s why I LOVE, LOVE, LOVE Asana.

01:20:26 Julie Tausch: My office space is definitely the most organized space I have

01:20:52 Sharon Yearwood: Same here Rebekah!

01:21:20 Melonie Bradley: Now, my virtual space is where I really need to work on!

01:21:20 Lauren: Yes ReBekah!! I freeze and 'shut down' and then it's panic

01:21:30 ReBekah Thompson, CAP-CPS, CWCA, PACE: I need to organize my electronic space! Looking forward to those tips/strategies!

01:21:51 Alice Tomlinson, Pacific Life: Need managers that will communicate with you

01:22:21 Cindy Silvey: most of the time they don't know what I do

01:22:33 Sherrie Warner: My managers are constantly changing things - without communicating, not just with me but with the entire company.

01:22:42 ReBekah Thompson, CAP-CPS, CWCA, PACE: Adjusting to a new role as a lead admin over several admins I was peers with...difficult transition and knowing what my new role is.

01:22:43 Alice Tomlinson, Pacific Life: No they don't … but we need to drive the communication consistently

01:23:29 Alice Tomlinson, Pacific Life: Congratulations @ReBekah … communication is key to collaboration :)

01:24:44 Cindy Silvey: that's hard, changes the dynamic

01:28:19 Alice Tomlinson, Pacific Life: We started an admin network and created "bootcamp" training sessions .. emotional intelligence training was one and it was helpful

01:29:48 ReBekah Thompson, CAP-CPS, CWCA, PACE: I love that Alice! I have been reading a book on emotional intelligence!

01:30:54 Melonie Bradley: 👍🏾

01:31:22 Alice Tomlinson, Pacific Life: Our EA leadership team started a roundtable network with other EAs in companies across the US -- if you're interested in joining, let me know. It's amazing how we are all dealing with the same things ❤

01:32:01 Melba MADDY: @Alice, I'm interested!

01:32:26 Alice Tomlinson, Pacific Life: alice.tomlinson@pacificlife.com :)

01:32:27 Sharon Yearwood: @Alice, I'm interested, too!

01:34:16 Melba MADDY: That's me all day, every day!!!

01:34:19 ReBekah Thompson, CAP-CPS, CWCA, PACE: I'm interested too!

01:35:01 Sherrie Warner: @Alice, I am interested as well.

01:35:22 Sarah's iPhone: Yes! All the time! I have sticky notes on my monitor and laptop.

01:35:35 Leslie Parker: @Alice - count me in

01:37:42 Sharon Yearwood: Ditto, Sarah!

01:38:05 Barb Woods: @ Alice, I'm interested. Thanks!

01:48:42 Jeannette: OneNote w/To-Do

01:48:43 Alger, Martha E (US): OneNote

01:48:48 Christina Swanby: One note is my life!

01:48:51 Julie Tausch: Smartsheet

01:48:52 Leslie Parker: My main system is BaseHQ

01:48:55 Ginny Smith: Asana - have it linked to my email, calendar, slack!

01:48:56 Sherrie Warner: Microsoft To Do

01:48:56 Alice Tomlinson, Pacific Life: post its , outlook and onenote

01:48:57 Bryant, Joy L (US): one note

01:48:59 Sudipa Sarkar: One Note, me too :-)

01:49:01 Barbara Nilles, CAP, TA: Outlook calendar and paper

01:49:02 TerriE: Outlook kind of

01:49:07 Melonie Bradley: Asana

01:49:07 Sharon Yearwood: I've tried Microsoft Planner, but not consistently

01:49:08 Kathleen: OneNote.

01:49:12 Darlene Dreyer: Outlook/TODO/Tasks/OneNote

01:49:16 Crystal Weinberger: Outlook, because it's provided by my employer. Google for personal

01:49:19 heidi koren: One Note and Outlook

01:49:20 Maria Avila: Simply use the Outlook Task List

01:49:21 April Huff: Outlook To Do List

01:49:23 Debra Bullis: Outlook calendar and tasks - flags/reminders

01:49:24 Brittney Spry: Post-it notes, Planner in Teams, and Outlook

01:49:25 Virginia Davis: Office: MS Office / Home: nothing :(

01:49:26 Cindy Silvey: task to do in Outlook

01:49:35 Sonya Zite: Microsoft Tasks with Microsoft To-do list

01:49:38 Barb Woods: MS Office/Outlook

01:49:40 Alice Tomlinson, Pacific Life: We were just licensed for Smartsheet .. need to learn how to use it

01:49:44 Iris Fowler: Legal pad

01:49:51 Sharon Yearwood: I mostly have post-its, notebooks

01:49:54 Sherrie Warner: Mainly paper, lol, and Outlook Calendar/Microsoft

01:49:56 Grey, Suzanne Michelle: I need help in this area. I don’t have a good system for capturing and managing all of my tasks.

01:49:56 Carolyn Sigler: Just using email categorizing and post-its

01:49:57 Debbie : Outlook, OneNote, Paper Planner

01:50:04 Julie Tausch: oh I use digital paper: the remarkable AND Smartsheet

01:50:06 ReBekah Thompson, CAP-CPS, CWCA, PACE: Paper (post its, multiple lists and notebooks), word, excel, out look...tried too many! Need to find something that works for ME!

01:50:10 Melba MADDY: Outlook

01:50:11 Alice Tomlinson, Pacific Life: hahaha I love my spiral notebook .. I have all of them for reference.

01:50:14 Sarah's iPhone: Task in Outlook. Post-it in general.

01:50:21 Melonie Bradley: I’m hybrid as well. I use my desk calendar, planner & Asana

01:50:53 Melba MADDY: No!

01:50:54 Alice Tomlinson, Pacific Life: nope

01:50:54 TerriE: No

01:50:55 ReBekah Thompson, CAP-CPS, CWCA, PACE: NO!

01:50:55 Leslie Parker: Yes

01:50:55 Sherrie Warner: No

01:50:55 Maria Avila: No

01:50:56 Melonie Bradley: Nope

01:50:56 Cindy Silvey: nope

01:50:56 Julie Tausch: nope

01:50:56 Debra Bullis: 100% Nope

01:50:57 Barbara Nilles, CAP, TA: Not always

01:50:58 Sonya Zite: yes

01:51:03 Debbie : Not a chance

01:51:06 Iris Fowler: Not always

01:51:09 Sudipa Sarkar: Not always, true

01:51:09 Grey, Suzanne Michelle: Hahahaha! Um,nooooo!

01:51:10 Jeannette: Yes but I keep a notebook as well for jotting things down on the fly

01:51:11 April Huff: Most of the time

01:51:14 Alger, Martha E (US): Not really

01:51:16 Sharon Yearwood: No! How do I access Microsoft To Do List?

01:51:47 Melba MADDY: After the webinar yesterday, I wrote down the other systems to look into.

01:51:59 Virginia Davis: @Sharon I use tasks thru Outlook

01:52:03 Jeannette: If you are using Microsoft, you should be able to access To-Do in the Microsoft Store.

01:52:38 Alice Tomlinson, Pacific Life: thought: you're awesome, Chrissy

01:52:45 Sudipa Sarkar: I have started learning Asana

01:52:46 Sharon Yearwood: Thanks Virginia and Jeannette!

01:57:46 Jeannette: @Sharon - I like To-Do because you can create a task and break it down into steps.

01:58:04 Sherrie Warner: Are there learning labs for these management systems?

02:03:12 Debra Bullis: Def need mind mapping

02:03:14 Alice Tomlinson, Pacific Life: this is great (mind mapping)

02:03:16 Sherrie Warner: Mind mapping is definitely in the fture.

02:03:16 Christina Swanby: I would benefit greatly from mind mapping.

02:03:17 Melba MADDY: I might need to do some mind mapping.

02:03:21 Barb Woods: yes need mind mapping

02:03:24 heidi koren: definitely need to mind map

02:03:25 Leslie Parker: Have used MM in the past but fell I need to do it again.

02:03:26 Sudipa Sarkar: Yes, I agree too

02:03:26 Melonie Bradley: I definitely need mind-mapping

02:03:27 Maria Avila: Yes, definitely a must!

02:03:29 Sharon Yearwood: Mindmapping would help a LOT

02:03:36 Leslie Parker: \*\*feel

02:03:38 Grey, Suzanne Michelle: I know my categories but MM will help me to organize them.

02:04:00 Alice Tomlinson, Pacific Life: drinking coffee and mind mapping

02:04:05 Melonie Bradley: It might also help in your discussions with your supervisors

02:04:22 Alice Tomlinson, Pacific Life: YES @melonie!!

02:04:50 Alice Tomlinson, Pacific Life: if you have an admin team this would be a great thing to do together!!

02:04:51 Debra Bullis: This would be helpful for me - I am responsible for IT, Operations, Facilities and support Finance and HR

02:05:07 Alice Tomlinson, Pacific Life: omg @debra .. that's my world

02:05:20 Julie Tausch: uh oh

02:05:30 Sherrie Warner: Uggggh!

02:05:34 Melonie Bradley: Ugh!

02:05:51 Alice Tomlinson, Pacific Life: aaaargh

02:06:43 Alice Tomlinson, Pacific Life: I'm so afraid that if I move it to a folder I'll forget about it "out of sight …."

02:07:00 Julie Tausch: oh man that analogy!

02:07:09 ReBekah Thompson, CAP-CPS, CWCA, PACE: Me too Alice! And I need to reference them often...

02:07:10 Alger, Martha E (US): Totally agree Alice.

02:07:14 Leslie Parker: The feature I love most about BaseHQ is that I can forward emails and make it part of the task list.

02:07:15 heidi koren: @Alice - same for me!

02:07:47 Alice Tomlinson, Pacific Life: thank you @Leslie .. I''m going to look at that

02:07:49 Cindy Silvey: I started to use the stack method

02:08:19 Sherrie Warner: I sometimes forget when I move it to another folder.

02:08:53 Virginia Davis: @Sherrie .. set a Reminder?

02:08:56 Debra Bullis: Email is the only thing I feel good about. I categorize every email. If it is FYI only, it gets filed or deleted immediately. If it is something that needs to be actioned in the future, it gets a category and a reminder and filed. If it is important and needs attention but I can't get to it right then, it stays in my inbox and flagged.

02:09:28 Alice Tomlinson, Pacific Life: that's great @Debra ..

02:09:56 Melba MADDY: @Debra, that's what I do.

02:10:11 Julie Tausch: that would be me

02:10:36 Alice Tomlinson, Pacific Life: I feel like a firefighter every day

02:11:47 Barbara Nilles, CAP, TA: @Debra, same.

02:12:16 Virginia Davis: @Cindy What’s the stack method?

02:12:22 TerriE: Good Idea.

02:13:34 Barb Woods: I think I am managing my workload by email. I feel like I need to save everything in case someone asks me about it later.

02:13:49 Bryant, Joy L (US): This is my biggest challenge. How do you categorize your folders in your email?

02:14:00 Sherrie Warner: I'm a pack rat, I save every email in order to recall when needed.

02:14:01 Zesira Smith, Administrative Assistant | Unity Care, NW: I move emails over to tasks but then I get stuck over organizing them into categories

02:14:57 Debra Bullis: @ Barb and @Sherrie - me too!

02:15:53 Debra Bullis: @Joy - I have a folder for senior leadership, peers, helpdesk, facilities. finance, etc - so emails are either categorized by sender to "topic"

02:16:02 Cindy Silvey: @virginia it uses activity to sort email, I,e. reply, to do, action for later, project. will add the link in later for you

02:16:05 Alice Tomlinson, Pacific Life: @Barb - me too

02:17:27 Cindy Silvey: @virginia, watch the videos explains it well. https://www.stackmethod.com/

02:17:46 Alice Tomlinson, Pacific Life: Thank you @Cindy!

02:18:08 ReBekah Thompson, CAP-CPS, CWCA, PACE: Thanks Cindy!

02:18:30 Virginia Davis: @Cindy Thank you!

02:18:52 Sherrie Warner: @Cindy, thank you.

02:19:39 Christina Swanby: I love quick steps! I have my tasks on quick steps.

02:20:29 Leslie Parker: I also use rules to tell me when my CEO or other person emails me so it's right up in my face.

02:21:02 Cindy Silvey: love rules and quick steps

02:21:22 Alice Tomlinson, Pacific Life: I color coded my execs so I can see their emails as soon as they land in my inbox

02:22:02 Sharon Yearwood: I missed something. What are Quick Steps?

02:22:34 ReBekah Thompson, CAP-CPS, CWCA, PACE: I'm the same Julie!

02:22:45 Sherrie Warner: If you use the nuclear method, will flagged items remain up front for follow up?

02:22:48 TerriE: Thank you for all of the suggestions Chrissy & everyone. I'll be working on this as soon as we're done today.

02:23:17 Leslie Parker: I set up a few folders for tasks like compiling all those for financial reports that week, my CEO FYI's, etc.

02:23:19 Melba MADDY: I have a folder for each of my 9 executives with sub folders for categories such as travel, passports, events, expense reports, etc.

02:23:33 Debra Bullis: I have to jump off and go to my meeting - back around 12:30 EDT :( kicking myself for accepting this meeting time

02:24:00 Sherrie Warner: I do tend to save many of my emails in my OneDrive folder according to each of the Execs.

02:24:21 Jeannette: @Sharon - Quick Steps are an option in Outlook to assist with emails

02:24:59 Sharon Yearwood: Thanks Jeannette! Outlook seems to have a LOT of tools that I'm not familiar with!

02:45:13 Sudipa Sarkar: I am back!!

02:45:28 Barbara Nilles, CAP, TA: 😁

02:45:51 Sarah Manuel: I'm back.

02:45:52 Alice Tomlinson, Pacific Life: 😎

02:52:18 Darlene Dreyer: Stumbling block: I have items electronically in OUtlook, OneNote, and an Excel Spreadsheet, as well as PILES of papers. how do I get the electronic items (e.g. TAsks in Outlook) into my list.

03:12:14 Alice Tomlinson, Pacific Life: woohoo getting organized :)

03:12:27 Alice Tomlinson, Pacific Life: going to take some time .. LOL

03:12:35 Darlene Dreyer: It was really stress relieving. Like todo yoga.

03:12:53 Julie Tausch: I actually worked on my inbox...I created a few folders for this month and last month and archived the rest

03:12:59 Melba MADDY: I did the MM and found a few tasks I could ask for other support..

03:13:24 Grey, Suzanne Michelle: I spent the time pulling all of my random To Dos into one spot. As I was compiling the list, it helped me to categorize and now I’m ready to research a Task Mgmt system.

03:13:32 TerriE: Excited about my mind-mapping for handling my emails using you all's suggestions. Thank you!

03:13:59 April Huff: starting on moving more of my paper notes into my outlook tasks. clears up clutter on my desk

03:14:11 Leslie Parker: While most of my tasks are already in my list, I did find some to put on my Master list and to move some to my Master from my daily!!!

03:14:30 Virginia Davis: Yes, @Iris, I thought I had a handle on my job til we started talking this morning. LOL

03:16:08 Alice Tomlinson, Pacific Life: AHHH @virgina .. agree!!

03:17:29 Alice Tomlinson, Pacific Life: I pulled everything on my lists and post its into a new Master List in OneNote for now .. scheduled Review Master List time every morning and Reflection time end of day in Outlook to remind me to hard start / stop every day

03:17:30 Ginny Smith: I created a mind map using Miro and started with who/what group sends me tasks, then broke it down into what are the main tasks/categories and how they're connected to other groups with dotted lines so I can now take this into how to better categorize my asana projects

03:19:12 Melonie Bradley: I got stuck on one of the things that I do, the purchase processes and realized the number of steps!

03:20:13 Sudipa Sarkar: 👏

03:24:34 Sherrie Warner: My job, lately, has been making me feel like I want to throw up..... 😜

03:25:36 Darlene Dreyer: @Sherrie, me, too!🤢

03:25:38 Alice Tomlinson, Pacific Life: Ah @Sherrie :(

03:25:52 ReBekah Thompson, CAP-CPS, CWCA, PACE: I have logged m activities for years (helpful when I need to remember certain activities), but I don't actually note how much time each activity takes.

03:26:26 ReBekah Thompson, CAP-CPS, CWCA, PACE: I think that might help me to understand how much of my time is done doing certain activities.

03:26:54 Alice Tomlinson, Pacific Life: Yes! Writing things down is good!

03:26:57 Debra Bullis: @Sherrie - most days I am good. However, that meeting I had to jump off to take, makes me feel that way!

03:27:23 Ginny Smith: agree! we use toggl and I've used it every workday for 7+ years, but don't track my energy/focus/priorities

03:29:49 Melonie Bradley: Writing things down works the best for me. I like the template. Like any other self evaluation this won’t work unless you are totally HONEST with yourself.

03:30:12 Sharon Yearwood: @Melonie - Agreed

03:30:32 Sherrie Warner: @Debra, it never used to be this way. 😄

03:31:03 Melonie Bradley: I’m definitely more focused in the mornings!

03:31:54 Debra Bullis: @Sherri- yes! I feel like the more responsibility I am given, the less ability I have to make decisions and push projects forward.

03:32:34 Melonie Bradley: @Chrissy that sounds like my life!

03:35:00 Darlene Dreyer: 5 Work days--can/should the audit include a weekend day?

03:35:03 Julie Tausch: yep! i'm working with a nutritionist now and am tracking my food...makes a big difference

03:36:57 Darlene Dreyer: THank you!

03:37:19 Sharon Yearwood: Are we starting with Now - i.e. 1:08 PM , or going back to this morning?

03:38:55 Leslie Parker: Done!

03:38:57 Ginny Smith: done

03:38:58 Melba MADDY: Done.

03:38:59 Sherrie Warner: Done

03:39:00 Debra Bullis: done

03:39:01 Virginia Davis: done

03:39:01 Kathleen: done!

03:39:02 Sharon Yearwood: Done

03:39:03 Sudipa Sarkar: Done

03:39:06 Maria Avila: done

03:39:07 Melonie Bradley: Done

03:39:21 TerriE: done

03:39:35 Alice Tomlinson, Pacific Life: done

03:41:24 Alice Tomlinson, Pacific Life: This will help in self assessments / check-ins w/managers

03:41:31 Ginny Smith: I did

03:42:10 Alice Tomlinson, Pacific Life: I am going to do this and suggest our admin network does it together and circle back to talk about it

03:42:13 ReBekah Thompson, CAP-CPS, CWCA, PACE: Alice, it's also extremely helpful during performance review time! Major activities are more easily remembered!

03:43:11 Melonie Bradley: I actually just use the timer on my phone to track the time.

03:43:17 Alice Tomlinson, Pacific Life: Yesssss @ReBekah 🎯✔❤

03:44:08 Darlene Dreyer: There's still a journal in Outlook as well. Hidden. CTRL 8. Doesn't have quadrant, focus, or energy levels, tho.

03:44:22 Melonie Bradley: I love the template so I will use it and the timer.

03:44:41 Virginia Davis: @Darlene OMG .. thanks for that info!

03:44:45 Sherrie Warner: @Darlene, how does it work?

03:45:15 Maria Avila: @Darlene - thanks for this! WOW, who new!

03:45:20 Darlene Dreyer: You can enter a subject/task and start a timer.

03:45:21 ReBekah Thompson, CAP-CPS, CWCA, PACE: I removed all the games from my phone and my tablet. Unbelievable how much time I wasted!

03:45:32 Sherrie Warner: @Darlene, AHHHH, got it.

03:45:32 Grey, Suzanne Michelle: OMG!!! Me, too. I get caught up researching productivity tools and end up wasting hours learning how to be productive.

03:45:47 Alice Tomlinson, Pacific Life: Amazing

03:45:51 Maria Avila: @ReBeKah - agree!

03:46:18 ReBekah Thompson, CAP-CPS, CWCA, PACE: THAT IS FREAKING AWSOME!!!!!

03:46:21 Alger, Martha E (US): Who knew...I'll have to look at this further...thanks for sharing

03:47:01 TerriE: @Darlene Does that work in the web version?

03:47:05 Alice Tomlinson, Pacific Life: lol so many youtube videos

03:47:10 Darlene Dreyer: @Terri, let me check.

03:47:45 Sharon Yearwood: @ReBekah - yes, games on my phone are a HUGE time waster, but also a stress reducer. Gotta find a better balance!

03:47:50 Debra Bullis: I hate when I go down the rabbit hole of youtube or other "research" -

03:47:51 Cindy Silvey: found it in folder view

03:48:46 Melonie Bradley: I totally need a follow-up system!

03:48:52 Melonie Bradley: Thank you!

03:49:28 ReBekah Thompson, CAP-CPS, CWCA, PACE: Sharon, I now choose physical activity as a stress reducer versus mindless game playing. I'm choosing to be more mindful and intentional! Using my energy for good - you can't get the time back!

03:50:17 Debra Bullis: @ReBekah - me too - my workouts have become "my time" instead of games or scrolling social media

03:51:06 Sharon Yearwood: @ReBekah - great points!

03:51:08 Zesira Smith, Administrative Assistant | Unity Care, NW: i have an email folder labeled "waiting for"

03:52:26 Darlene Dreyer: @TerriE, I use Outlook desktop. I couldn't find where it is located in webmail or instructions on how to find it. I wonder if it is one of the limitations for the web-based Outlook.

03:53:17 Alice Tomlinson, Pacific Life: @TerriE - we use O365, I just tried and it works

03:53:20 Sharon Yearwood: Happens all the time!!!

03:53:26 Melonie Bradley: I am totally there!

03:53:28 Cindy Silvey: yes constantly chasing others

03:53:30 Melba MADDY: I leave the email in my inbox and flag it.

03:53:31 Darlene Dreyer: yes

03:53:36 Ginny Smith: the no due date happens a lot! Always having to ask for clarification

03:53:39 Sherrie Warner: I usually set reminders in Outlook because I am always chasing others.

03:53:42 Brittney Spry: I use Outlook to remind myself for "future" items

03:53:45 Debra Bullis: So many of my tasks require action from others before I can complete them. My priority definitely doesn't match theirs

03:53:58 Maria Avila: I do same with email and flag it not always effective, do tend to miss items

03:54:06 Grey, Suzanne Michelle: I have a pending folder in my Email where I stash things that need to be chased. I also keep a list of items to chase. It’s clunky, but it works. Would love to learn a leaner system

03:54:12 April Huff: Yes all the time. I put reminders on my calendar

03:54:18 Melba MADDY: That's why I'm in this lab!!!

03:54:40 TerriE: @Darlene Thank you. When IT fixes our internet connection issue, I will check out the desktop version. I prefer the desktop version.

03:54:40 Melonie Bradley: I’ve been trying to add those types of things to Asana

03:54:43 Debra Bullis: I've started setting reminders for me and for the recipient when I send an email

03:58:08 Alice Tomlinson, Pacific Life: this is really good

03:58:33 Leslie Parker: @Debra! Yes! I just learned how to do that and it's been pretty successful.

04:00:28 Cindy Silvey: reminders are great, especially for future events/tasks or monthly reminders

04:03:55 Jeannette: I have about 12 daily reminders on my calendar. Within 30 minutes of the start of my day, I have completed all of my mundane daily tasks.

04:04:11 Sherrie Warner: I manage so many calendars and set reminders, that my calendar gets really ugly. Scares my execs, LOL!

04:04:12 Iris Fowler: Using remind

04:04:39 Melba MADDY: Yes, makes more sense to get it out of the inbox! If I use Outlook, I've dragged the email to the calendar to set up. Is there another way?

04:05:37 Debra Bullis: @Melba- you can drag the email down to the task list - there is a shortcut, but I can't remember the keystroke

04:05:45 ReBekah Thompson, CAP-CPS, CWCA, PACE: There is much to be said about creating "routines" to manage regular mundane tasks!

04:07:02 Leslie Parker: Structure helps me aloty

04:07:40 Debra Bullis: Create a task from any Outlook view.

Ctrl+Shift+K

04:07:52 Alice Tomlinson, Pacific Life: if EVERYTHING is a priority, nothing is a priority!!

04:08:13 Maria Avila: AGREE!

04:08:22 Alice Tomlinson, Pacific Life: I learned that from Chrissy :)

04:08:45 ReBekah Thompson, CAP-CPS, CWCA, PACE: ANALYSIS PARALYSIS

04:10:51 Christina Swanby: I need to log off. Thank you so much for the training. I'm excited to go back and watch the video in full length.

04:16:19 ReBekah Thompson, CAP-CPS, CWCA, PACE: You have to pour the foundation before you can build the house!

Time spent to set up the systems is so IMPORTANT!

04:17:37 Alice Tomlinson, Pacific Life: Q3 emails from others: "This isn't urgent, BUT ….."

04:18:15 ReBekah Thompson, CAP-CPS, CWCA, PACE: Also prefaced with: "When you have a minute..."

04:18:28 Alice Tomlinson, Pacific Life: lol yes

04:18:39 Barbara Nilles, CAP, TA: I keep links to email people when it is something they can do themselves.

04:19:00 Debra Bullis: Quick Parts in Outlook has become my friend for unsolicited email that need a response but aren't in our scope of work

04:20:14 Alice Tomlinson, Pacific Life: I started a systems reference folder w/links to how to / tutorials when we moved to work from home -- to send to my team when I know they manage on their own

04:20:34 Melonie Bradley: I love this quote by Tim Ferris…”Focus on being productive instead of being busy!

04:20:52 Sudipa Sarkar: very true, Melonie

04:22:13 Maria Avila: love the quote, Melonie!

04:23:48 Sherrie Warner: EVERYTHING is urgent to my bosses - they haven't figured out how that affects tasks.

04:25:13 Alice Tomlinson, Pacific Life: I asked my SLT to include me in their priority meetings so I know how to manage their calendars and my own scope of work

04:26:10 Alice Tomlinson, Pacific Life: This also helps me stay relevant - especially working remote.

04:33:14 Alice Tomlinson, Pacific Life: Q2 is so long

04:33:32 Chrissy Scivicque, PMP, PCM: Good to see all those things!!

04:33:44 Alice Tomlinson, Pacific Life: Amazing how productive I could be

04:34:35 Julie Tausch: I put most things is Q1 and Q2, I had a harder time coming up with Q3 and Q4

04:35:10 Alice Tomlinson, Pacific Life: Me too @Julie .. Q3 and Q4 are empty, need to ponder on those

04:35:47 ReBekah Thompson, CAP-CPS, CWCA, PACE: Q4 - Engaging in Office Gossip

04:35:52 Debra Bullis: This exercise will be easier/ make more sense after doing the efficiency audit - at least for me.

04:36:11 Leslie Parker: @Debra YES!!!

04:36:21 Debra Bullis: So many things I just do on automatic pilot and don't "remember" them

04:36:36 Melonie Bradley: @Debra so true!

04:36:38 Cindy Silvey: me too

04:39:52 Cindy Silvey: how to save my time by starting tasks, then the requester then does it as well, wasting time because of perceived priority

04:39:55 Leslie Parker: Thank you Suzanne! Reading my mind.

04:42:19 Leslie Parker: #NObeast 😁

04:42:19 Sherrie Warner: I do the same thing and was becoming overwhelmed.

04:42:21 ReBekah Thompson, CAP-CPS, CWCA, PACE: K.I.S.S.

04:44:30 Sharon Yearwood: Same for me, Julie

05:28:11 Leslie Parker: Too much smoke!

05:28:15 Barbara Nilles, CAP, TA: Raining here

05:28:18 Sudipa Sarkar: :-) lunch was great. I sat in my backyard

05:28:21 heidi koren: It's raining in Seattle

05:28:27 Debra Bullis: I checked out the Journal feature in Outlook and a quick video on Asana

05:28:41 TerriE: Nice out today. Not too humid.

05:28:51 April Huff: It's 98 degrees in NYC!!

05:29:59 Debra Bullis: It's 72 in Ottawa with no heat index - it broke last night - all week it has been in the 80's with a heat index over 100

05:30:01 Leslie Parker: @Heidi send some of that here please!!

05:31:08 Julie Tausch: hi

05:31:15 Julie Tausch: I watched Gilmore Girls lol

05:31:34 Alice Tomlinson, Pacific Life: awesome

05:32:56 heidi koren: @Leslie, would love to send you some rain!

05:33:25 Alice Tomlinson, Pacific Life: Going to the beach

05:33:28 Cindy Silvey: get some sleep

05:33:30 Crystal Weinberger: A nap! lol

05:33:35 Alger, Martha E (US): Meeting up with a friend for dinner

05:33:38 Sherrie Warner: Donate plasma! 😜

05:33:44 TerriE: wash clothes

05:33:45 April Huff: Pool!!

05:33:50 Debbie : I believe there is a bottle of wine with my name on it

05:33:57 Iris Fowler: Going home to rest!

05:34:01 Maria Avila: Meeting margaritas!

05:34:06 Debra Bullis: Get my my spin bike t get closer to my 100 ride goal

05:34:08 Carolyn Sigler: I have to submit my annual performance assessment

05:37:09 Alice Tomlinson, Pacific Life: I recommend Elevate Admins

05:37:10 Debra Bullis: Missed one! Elevate Admins By the awesome Chrissy Scivicque

05:44:27 TerriE: I use a white board when at the office but hadn't thought about using these titles. good idea!

05:45:41 ReBekah Thompson, CWCA, PACE: I use different color sticky notes AND different shapes! Keeps everything visually grouped...and fun!

05:47:48 Zesira Smith, Administrative Assistant | Unity Care, NW: how long do you keep them in the done section?

05:47:56 Barb Woods: Is te Kanban board just for projects, not tasks?

05:48:25 Sharon Yearwood: This is a great idea - will order a whiteboard

05:48:26 Sherrie Warner: Great idea!

05:48:32 Lauren: is this a second version/reapplication of our task list for those that are more visual?

05:48:37 Darlene Dreyer: It looks like it would be helpful, but I would be worried that I couldn't keep it up and update the items in my central to do list.

05:48:42 Debra Bullis: Would be a great when performance appraisals come around to have that reference of "don"

05:48:45 Debra Bullis: "done"

05:49:16 Darlene Dreyer: i can see it very useful for my SMART Goals for performance appraisals, too.

05:49:37 Maria Avila: Would certainly consider using this Kanban board.

05:49:49 TerriE: @Debra & Darlene - Agree

05:49:55 Alice Tomlinson, Pacific Life: I used to use white boards and it was so helpful in staying on top of things. I hadn't thought of using one at home but I'm going to order one today.

05:50:00 Darlene Dreyer: What if you have multiple office locations? :(

05:50:04 Leslie Parker: Love the color coding!!!

05:50:11 Alice Tomlinson, Pacific Life: The visual is very very helpful

05:52:18 Darlene Dreyer: Thanks, Chrissy! I love the idea of the visual colors!

05:53:08 Debra Bullis: I'm trying to think of how I can rearrange my home office so it is visable on Zoom meetings - :)

05:53:10 Sharon Yearwood: In-your-face visuals will be very helpful

05:53:21 Julie Tausch: Smartsheet too

05:53:23 Darlene Dreyer: Trello!

05:53:30 Alger, Martha E (US): You can also use Visual Task Board

05:53:36 Debra Bullis: It would show/advertise...I AM BUSY!

05:53:40 ReBekah Thompson, CWCA, PACE: Microsoft Office has sticky notes!

05:58:33 ReBekah Thompson, CWCA, PACE: As an admin (and people pleaser) I always have a hard time saying "No", but have learned over the years to be able to say "not now" and/or offer them options.

If they need something immediately and I can't assist, recommend someone else, etc.

06:00:54 Sherrie Warner: Same here.

06:01:10 Darlene Dreyer: Trello has an Outlook Add-In. :)

06:03:33 ReBekah Thompson, CWCA, PACE: I love the smiles that the "self fives" bring to everyone's faces!!

06:05:08 Virginia Davis: @ReBekah SO fun! :D

06:07:10 Alice Tomlinson, Pacific Life: I come from the generation of paper calendar, hahaha

06:08:30 Sharon Yearwood: You can also make specific events in Outlook Calendar private

06:08:39 Sharon Yearwood: Using the lock

06:08:54 Debra Bullis: @Sharon - this is what I use as well

06:09:31 Sharon Yearwood: You can also categorize/color code items on Outlook calendar

06:09:33 Maria Avila: Love it!....good idea!

06:09:38 Alice Tomlinson, Pacific Life: Yes I keep everything in one calendar and use private. I'd be lost with more than one calendar.

06:09:40 Ginny Smith: I like the idea of an overlay or viewing a personal calendar on your work calendar. I really shut off after work hours and I worry that if it was all in fact one calendar I'd start to worry about what was coming up with work and not be able to shut off for personal time. (I don't even have my work email on my phone)

06:10:49 Debra Bullis: I have my Outlooks synced to my calendar on my phone so that personal reminders aren't missed on weekends/holidays etc.

06:10:51 Leslie Parker: I do that for my CEO "HOLD" in Red. Helps me coordinate all her meetings and not double book

06:11:56 Sharon Yearwood: You can "add on" Teams meetings and WebEx meetings to Outlook calendars, so you can have the reminders pop up

06:15:42 Leslie Parker: Love doodle!!!

06:15:49 Debra Bullis: I use doodle to schedule committee meetings

06:15:54 Alice Tomlinson, Pacific Life: Microsoft has meeting poll now

06:16:04 ReBekah Thompson, CWCA, PACE: Outlook has "find time"

06:16:07 Ginny Smith: when2meet.com is great if you don't have any time options but know which days you're looking at.

06:17:23 Alice Tomlinson, Pacific Life: Good idea Chrissy

06:17:36 Barbara Nilles, CAP, TA: Good for an alibi 😄

06:17:41 Debra Bullis: Love that idea

06:17:41 Alice Tomlinson, Pacific Life: LOL

06:18:19 Darlene Dreyer: I use an electronic calendar for everything, but I miss the joy of writing in a book.

06:18:33 Alice Tomlinson, Pacific Life: Agree @Darlene

06:18:35 Virginia Davis: 3 Focus Block per week .. love that!

06:18:40 Sherrie Warner: I try to end meetings at 55 minutes so they don't back up.

06:19:21 Leslie Parker: Focus blocks on Specific tasks.

06:19:23 ReBekah Thompson, CWCA, PACE: I try to give my Managers 15 minute "cushions" between meetings

06:19:29 Alice Tomlinson, Pacific Life: We are using the 25/55 practice in our company now

06:19:34 Grey, Suzanne Michelle: How long are the focus blocks? One hour each or longer?

06:20:06 Debra Bullis: I get so distracted and can't seem to get the blocking method down.

06:20:10 Alice Tomlinson, Pacific Life: yes

06:20:29 Sherrie Warner: @Alice - great idea! My people always run over - even wen I scheduled shorter meetings.

06:21:14 Leslie Parker: I do focus blocks on specific tasks: financial, data entry, etc. Usually 1 hour but sometimes 1.5 or 2 hours.

06:21:15 Zesira Smith, Administrative Assistant | Unity Care, NW: do you just leave the focus block general or do you specify what you are going to work on?

06:21:17 Debra Bullis: I tried to use Jeremy Burrough's calendar guide - I have it taped to my wall with what I think should happen - but I've just become oblivious to it

06:21:40 Alice Tomlinson, Pacific Life: You can set that in Outlook so all meetings auto set at "about 30 minutes" = 25 and "about an hour" = 50 or 55

06:22:11 Sherrie Warner: Getting what you need from people is like herding cats! LOL!

06:22:32 Alice Tomlinson, Pacific Life: hahaha

06:23:21 Alice Tomlinson, Pacific Life: Oh my gosh yes @ReBekah ..

06:23:34 Virginia Davis: Jeremy’s is an “ideal week layout”

06:23:41 Crystal Weinberger: Yes! Ugh!

06:23:48 Virginia Davis: Love that @ReBekah

06:24:00 Barbara Nilles, CAP, TA: Nobody pays attention when I have a sign on my desk.

06:24:02 Cindy Silvey: in my office there are a couple of guys that wear a big hat when they want uninterrupted time

06:24:02 Kathleen: lol - can you send us your sign? :)

06:24:04 Darlene Dreyer: @ReBekah, can you send that to me? LOL.

06:24:31 Alice Tomlinson, Pacific Life: I love the big hat @Ciindy ..

06:24:52 Debbie : lol Rebekah - I have to lock my office door otherwise faculty/staff/students will just walk in. Even with a sign on the door and it being locked, they stand there and knock, wave etc

06:25:02 Sharon Yearwood: Would LOVE a copy of that sign!

06:25:42 Alice Tomlinson, Pacific Life: You can set your status as DND so you won't receive IMs

06:25:58 Barbara Nilles, CAP, TA: @Debbie Same.

06:26:02 Melonie Bradley: @ReBekah we experience the same thing! They actual put a door on our cubicles but they totally ignore the sign and knock anyway!

06:26:13 Leslie Parker: Jeremy's calendar link: https://goburrows.com/how-to-manage-your-calendar/

06:26:50 Alice Tomlinson, Pacific Life: Also, I noticed that when I am set at DND, more people seem to be respectful and wait until my status is back to green.

06:28:03 Debbie : Love it Rebekah!

06:29:18 Allison Flora: I use DND all the time. You wont get notifications. Only urgent messages.

06:30:01 Alice Tomlinson, Pacific Life: Exactly @Allison .. you can set notifications to allow messages from execs if necessary

06:30:16 Sharon Yearwood: We have Teams and Jabber, so I get IMs on both

06:30:18 Jeannette: Sometimes you have to ignore Teams messages until you are available.

06:31:00 Melonie Bradley: Common courtesy!

06:31:18 Alice Tomlinson, Pacific Life: You can set notifications in Teams so you don't see any messages that come in .. you'll only see that you have a new message

06:34:00 ReBekah Thompson, CWCA, PACE: I have a reminder to take the garbage out (by 6 am) on Tuesdays!

06:36:07 Virginia Davis: @ReBekah .. and recycling goes out every OTHER week! LOL

06:42:17 Leslie Parker: 22

06:42:56 ReBekah Thompson, CWCA, PACE: About 10 daily, 20-30 weekly.

06:43:07 Debra Bullis: 11 - but I know there are more - it's Friday and I have begun to check out and as I said earlier - so many are just on auto-pilot

06:43:27 Leslie Parker: 8 monthly, 4 daily, rest weekly

06:43:28 Melonie Bradley: About 20 total

06:43:54 Melba MADDY: 7 daily, 1 bi-weekly and 1 quarterly

06:44:01 Sherrie Warner: It will be easier to track once we use the efficiency audit for 5 days. 😜

06:44:14 Debra Bullis: @ Sherre - YES!!

06:44:26 Grey, Suzanne Michelle: I have 12 annual tasks and use checklists/templates so that I don’t have to reinvent the wheel each time.

06:44:26 Sharon Yearwood: Thought of 11, but, like Debra, I know there are more that I'm not remembering

06:44:31 Debra Bullis: I have a few that are annual - and it is so dang hard to remember how to do them

06:45:42 Debra Bullis: AUDIT! We just finished our annual audit

06:46:11 Darlene Dreyer: Does anyone know how to search for a single instance of a recurring appointment/task in Outlook?

06:46:22 Ginny Smith: the recurring tasks is great in asana for me for remembering to renew memberships!

06:47:00 Sherrie Warner: @Darlene, not sure if you can search for a single instance until you look at the dates with the series come sup.

06:47:01 Alice Tomlinson, Pacific Life: Click on the specific calendar and use the search bar at the top of the screen @Darlene

06:47:34 Darlene Dreyer: I can find the recurring appointment, but not the individual occurrences. :(

06:47:53 Alice Tomlinson, Pacific Life: the calendar will convert to list view and highlight all of the appointments / meetings in the calendar

06:49:12 Jeannette: Outlook calendar search is not very friendly

06:49:37 Alice Tomlinson, Pacific Life: That is true @Jeannette

06:49:42 Sherrie Warner: The bad thing is, when you pull a meeting out of the series, and you make a change to the series - the meeting that has been pulled out will be pulled back into the series.

06:49:45 Alice Tomlinson, Pacific Life: Google

06:49:48 Alice Tomlinson, Pacific Life: :)

06:50:26 Leslie Parker: I create one calendar item for our All Staff meetings and the copy it for each future occurance

06:50:48 Darlene Dreyer: This is a small matter. Thanks for the crowdsourcing, folks.

06:51:21 Darlene Dreyer: Thanks, Kathleen!

06:52:19 Darlene Dreyer: That's what I do, too, Leslie! Then it is not recurring, in an electronic sense.

06:56:14 Debra Bullis: This is 1000% me!

06:56:21 Melonie Bradley: Yes!!!!!!!!!

06:56:23 Sharon Yearwood: That's SOOOOOO me!

06:56:25 Alger, Martha E (US): Yes!!

06:56:25 Alice Tomlinson, Pacific Life: yep!

06:56:37 Maria Avila: Yes

06:56:47 Grey, Suzanne Michelle: Absolutely!

06:56:53 Debra Bullis: My comments today in chat are proof!

07:01:12 Ginny Smith: I use an accomplishments document and update it every month (another reminder from my master list!) to reflect on what I did, so that I have a nice list for my EOY reviews!

07:03:05 ReBekah Thompson, CWCA, PACE: Ginny, I have an "Atta Girl" word document that I list items on, including feedback (like emails) from others that I support to help me remember the good stuff Ive accomplished at the end of the year for Annual Performance Review.

07:03:47 Sharon Yearwood: Great idea, Ginny! Love it!

07:03:49 Ginny Smith: Love that!! Mine is in google doc and I have aa kudos section to keep that stuff too! Also makes you feel good to read it again each month

07:03:50 Sherrie Warner: Can you share your documents? 😁

07:04:11 Sherrie Warner: swarner@lebermuth.com

07:09:26 Melonie Bradley: I have not but I will definitely start.

07:10:53 Ginny Smith: https://www.maggiejacobs.com/brag-sheet

07:12:23 Ginny Smith: \*I don't use Maggie's but it's a good simple one to start with

07:20:57 Leslie Parker: FOURTEEN!!!

07:21:12 Carolyn Sigler: Yes - I like the Kanban board

07:21:21 Melonie Bradley: Oh yes!

07:21:35 Melba MADDY: Nine!

07:21:58 TerriE: Will start using this next week.

07:22:16 Melonie Bradley: This is going to be very helpful.

07:22:20 Alice Tomlinson, Pacific Life: I'll be working on this over the week so it's ready on Monday

07:22:21 Debra Bullis: So many take aways. I look forward to doing the efficiency audit next week and using that as starting point to build a solid foundation

07:22:48 Alice Tomlinson, Pacific Life: Agree @Debra

07:23:02 Leslie Parker: Yay Iris to do that while driving!!!

07:23:05 Alice Tomlinson, Pacific Life: This has been great

07:23:23 Sherrie Warner: Thank you! All of your comments and suggestions have been very helpful! I look forward to implementing them.

07:23:44 Melba MADDY: That makes me feel better!

07:23:46 Sharon Yearwood: So much helpful material! Looking forward to getting started. Thank you so much! This was SOOO worth the time!

07:23:57 Maria Avila: Learned so much today and excited about implementing some of these tools ...very helpful! Thanks so much, Chrissy!

07:24:34 Sudipa Sarkar: Great session. I have to leave to pick up my daughter from day camp. Have a nice weekend all. Cheers, Sudipa

07:24:38 Melonie Bradley: Thank you so much for this! I learned a lot of great stuff and I look forward to putting things in place!

07:24:42 Alice Tomlinson, Pacific Life: I'll be attending the PM labs for sure!!

07:25:04 Ginny Smith: Process Improvement - sign me up!!

07:25:21 Cindy Silvey: thanks great session, many things to implement and try out.

07:25:27 Melba MADDY: I want to sign up for the PM lab too!

07:25:39 ReBekah Thompson, CWCA, PACE: THANK YOU CHRISSY!! I feel more organized already and am enthusiastic about implementing immediately!

And thank you to all of the participants for your participation and interaction!

Feel free to reach out to me!

I love making new friends and I’m happy to share some of my best practices (and signs)!

link

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07:25:49 TerriE: Loved this lab. I am re-energized and looking forward to putting this in practice.

07:25:49 Leslie Parker: https://www.linkedin.com/in/leslie-s-parker-1617064/

07:25:52 Brittney Spry: Wonderful Training! Thank you so much, Chrissy! 🙂

07:26:07 ReBekah Thompson, CWCA, PACE: So many beautiful women and smiles!

07:26:29 Barb Woods: Thank you!

07:26:34 Carolyn Sigler: Thank you - really helpful

07:26:35 Alice Tomlinson, Pacific Life: Alice Tomlinson, alice.tomlinson@pacificlife.com

07:26:39 Ginny Smith: https://www.linkedin.com/in/vgsmith/

07:26:40 Debra Bullis: https://www.linkedin.com/in/debrabullis

07:26:42 Sharon Yearwood: Sharon.yearwood@gasoc.com

07:26:46 Debbie : Debbie Bailey baileyd@uoguelph.ca

07:26:47 Julie Tausch: This was great! Thanks Chrissy and nice meeting all of you!

07:26:52 Darlene Dreyer: ddreyer@princeton.edu

https://www.linkedin.com/in/darleneadreyer/

07:26:53 Maria Avila: Maria Avila, Maria.G.Avila@abc.com

07:26:56 Sherrie Warner: Have a great weekend!

07:26:56 Virginia Davis: www.linkedin.com/in/virginiawdavis

07:26:58 Iris Fowler: iristfowler@hotmail.com

07:26:58 TerriE: terri.egerton@durhamnc.gov

07:27:00 Debbie : Thanks Chrissy! This has been great.

07:27:04 Leslie Parker: leslie.parker@girlscoutshcc.org

07:27:05 Alice Tomlinson, Pacific Life: Don't forget to finish your efficiency audit for today!

07:27:08 Barbara Nilles, CAP, TA: https://www.linkedin.com/in/barb-nilles-cap-ta-99080071/

07:27:14 Alger, Martha E (US): Chrissy this was wonderful thanks so much for putting this together. So much to review and put into action!

07:27:21 Melonie Bradley: Great job! Chrissy!!!!

07:27:29 Alice Tomlinson, Pacific Life: Thank you so much Chrissy! This was wonderful!!

07:27:29 Iris Fowler: thanks u were Awesome

07:27:32 Grey, Suzanne Michelle: https://www.linkedin.com/in/suzanne-grey-165052122/

07:27:33 Melba MADDY: I am so happy I joined this lab! Learned so much! Thank you, thank you!

07:27:35 Barbara Nilles, CAP, TA: Thank you so much. It was great!

07:27:35 Alice Tomlinson, Pacific Life: So good to meet all of you!

07:27:36 TerriE: Thank you Chrissy. Have a great weekend everyone and stay safe!

07:27:40 Melonie Bradley: Have a great weekend everyone!

07:27:42 Darlene Dreyer: Fabulous session!

07:27:46 Kathleen: This was amazing!! Thanks, Chrissy and all!!!😄

07:27:47 Grey, Suzanne Michelle: Thanks, Chrissy!

07:28:19 Iris Fowler: I'd like to know will u email the recorded link

07:29:13 Darlene Dreyer: 🤗🤗

07:31:06 Sharon Yearwood: I think Brian Tracy wrote Eat That Frog

07:31:18 ReBekah Thompson, CWCA, PACE: Yes, Brian Tracy

07:31:38 Darlene Dreyer: https://www.amazon.com/Eat-That-Frog-Great-Procrastinating/dp/162656941X/ref=tmm\_pap\_swatch\_0?\_encoding=UTF8&qid=1630098136&sr=8-1

07:31:48 Darlene Dreyer: 🐸🐸

07:32:17 Melba MADDY: Glass of wine or two or three!

07:32:42 ReBekah Thompson, CWCA, PACE: I'm with you Maddy!

07:34:44 ReBekah Thompson, CWCA, PACE: I have a cute ladybug kitchen timer that I set to help me focus for short intervals on those days when I struggle to be/stay productive!

07:41:21 Sharon Yearwood: Sign me up for the Procrastination course!!!

07:43:03 ReBekah Thompson, CWCA, PACE: Debra I think we are twins who were separated at birth!

07:43:18 Debra Bullis: @ Rebekah - Hi Sister!