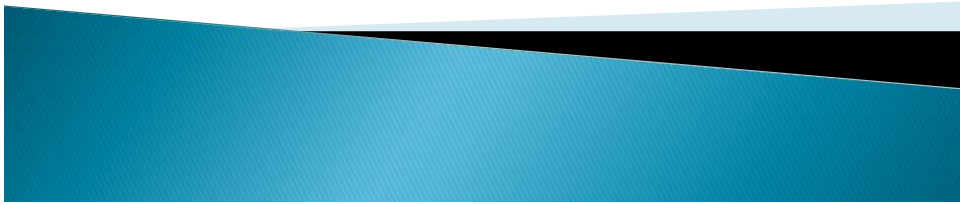


Organizing the Chaos

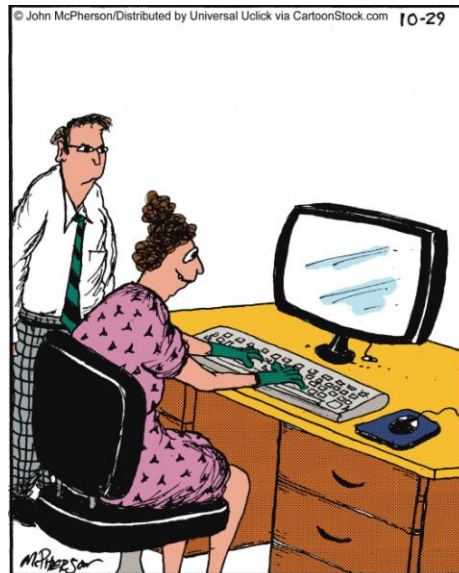
Dr. Helen E. Usera

South Dakota Association of Educational Office Professionals' Conference June 9, 2011



OUTCOMES

- ▶ To learn how to use software to get and stay organized
- ▶ To use online tools for communication
- ▶ To maximize non-technology tools for everyday work
- ▶ To create task sheets

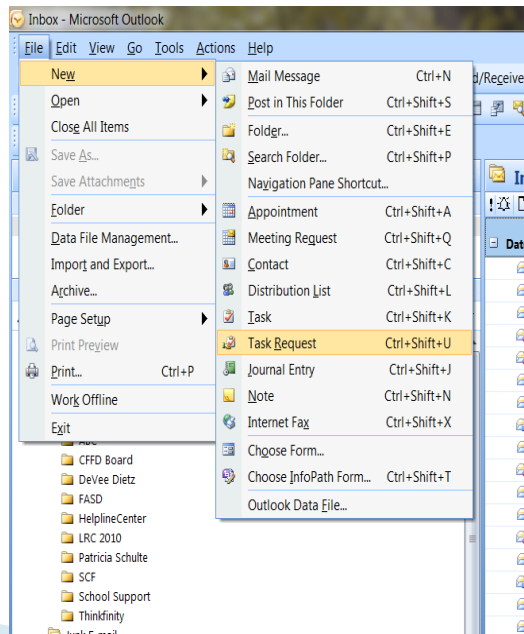


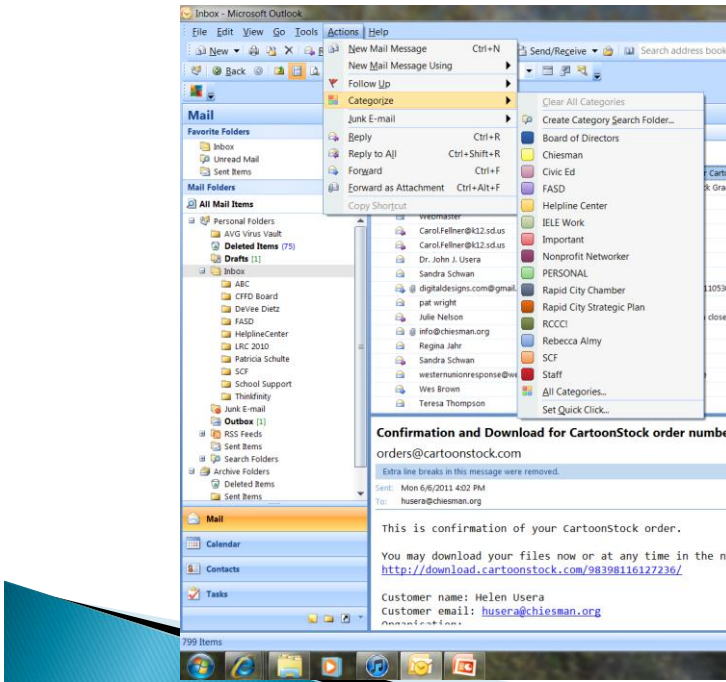
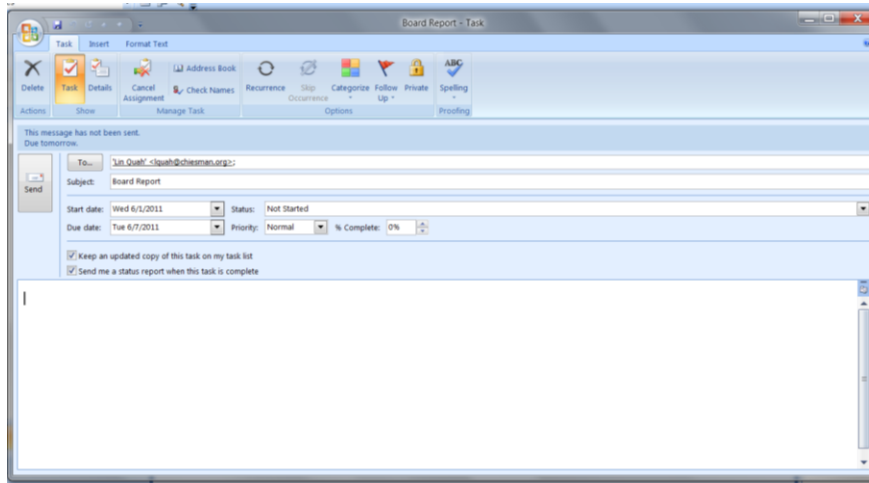
Dave began to question the new secretary's competency when he found her using rubber gloves to avoid computer viruses.

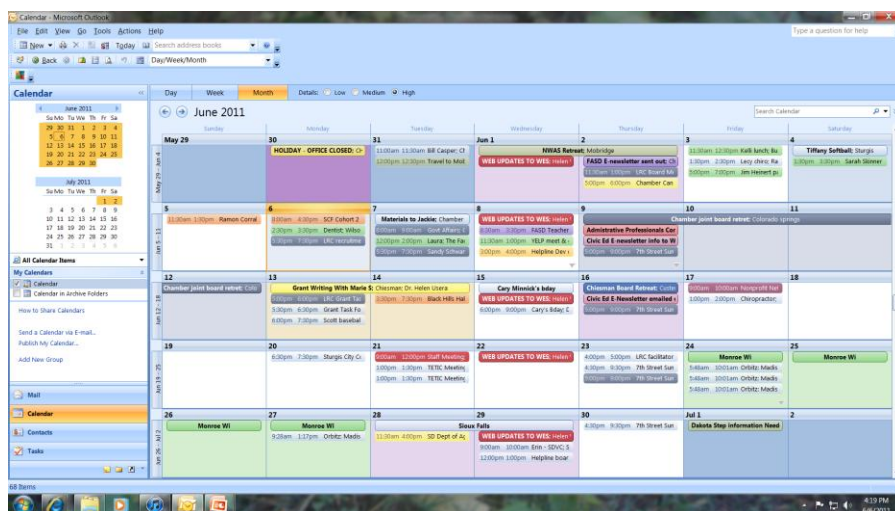
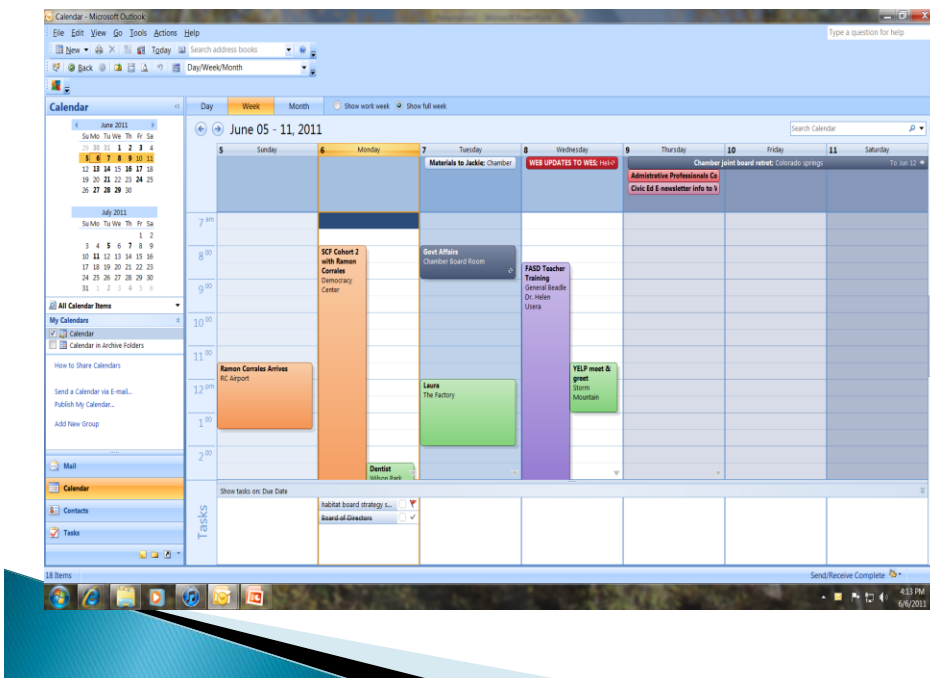
Microsoft Office

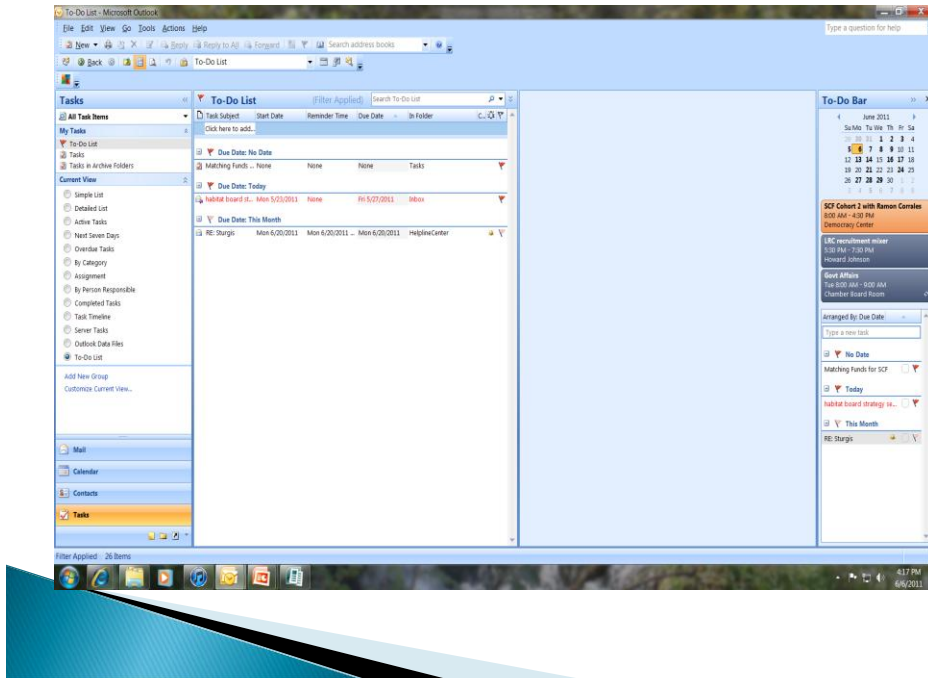
▶ Microsoft Outlook

- Mostly used for sending email
- Did you know you can send tasks?
- Did you know you can create task lists?
- Did you know you can color code your calendar?









Web-based Tools

- ▶ www.doodle.com: scheduling
- ▶ www.delicious.com: bookmarking
- ▶ www.onelook.com: online dictionary

Doodle.com

Doodle Log in

Easy scheduling
Free of charge and without registration

[Schedule an event](#)

[View example](#)

1 Lunch? **11** Lunch

- 1 Create poll
- 2 Invite participants
- 3 Confirm date and time

Doodle for advanced users
These and more features (e.g. [Make a choice](#)) at a glance

- Premium Doodle**
The customizable version of Doodle, ads-free and with premium features.
- MyDoodle**
The free account for regular Doodle users.
- MeetMe**
- Connect calendars**

Done Internet | Protected Mode: On 4:29 PM 6/8/2011

Doodle Log in

Schedule an event
1. General • 2. Time suggestions • 3. Settings • 4. Invite

Title
Lunch Meeting

Location (optional)
Pizza Hut [Search map](#)

Description (optional)
We need to debrief how to implement the next SOP for the CMP ASP.

Your name
John

E-mail address (recommended)
jhuera@chesman.org
If you supply an e-mail address, you will receive the link to administer your poll. This will not create a MyDoodle account automatically.

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Done Internet | Protected Mode: On 4:38 PM 6/8/2011

Doodle® Schedule an event

1. General • 2. Time suggestions • 3. Settings • 4. Invite

Days
Click on the dates you would like to choose.

Calendar View | Free text

June 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Selected dates:

- Tuesday, June 14, 2011
- Tuesday, June 21, 2011
- Tuesday, June 28, 2011

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Doodle® Schedule an event

1. General • 2. Time suggestions • 3. Settings • 4. Invite

Times
Enter any number of time suggestions for each day. If you do not enter an actual time span, the suggested date is shown as all-day.

Enable time-zone support

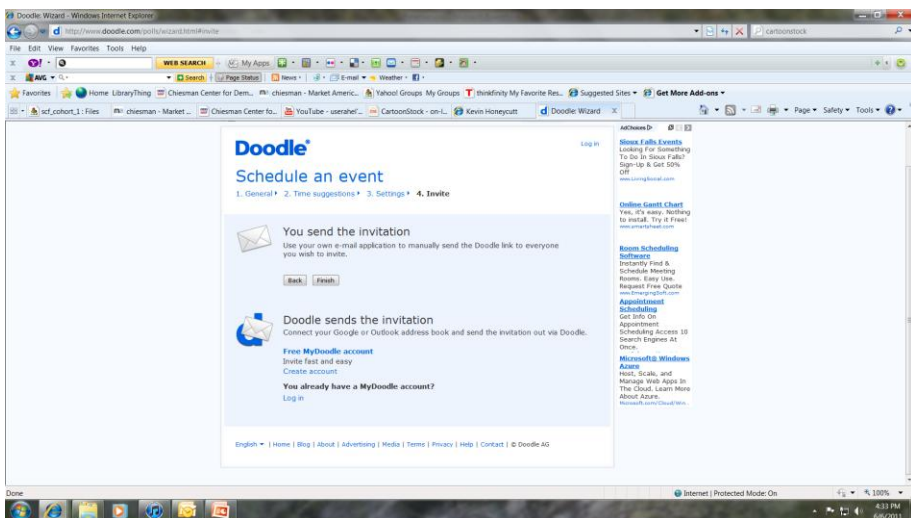
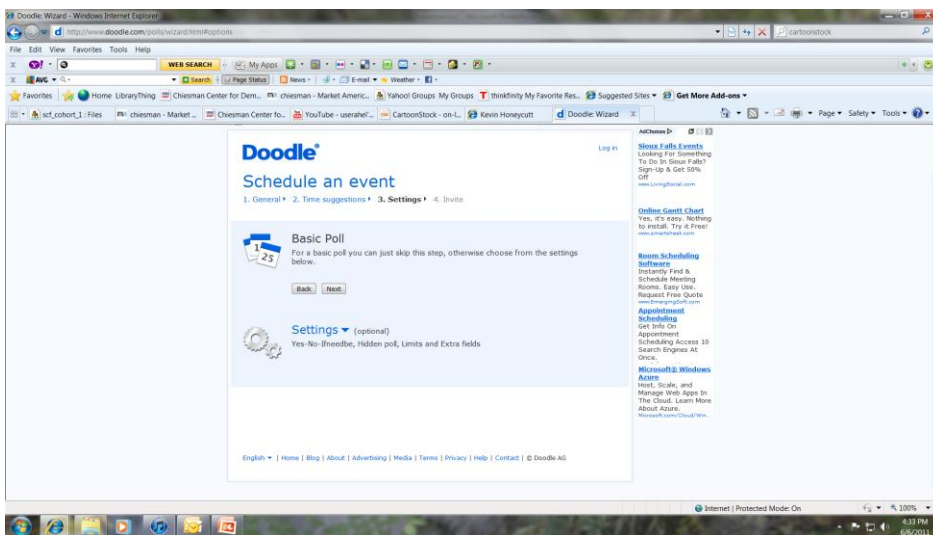
	Time 1	Time 2	Time 3
# Tue, 6/14/11	11:30 a.m.	12:00 p.m.	
# Tue, 6/21/11	11:30 a.m.	11:00 p.m.	
# Tue, 6/28/11	11:30 a.m.	12:00 p.m.	

Add further time slots
Copy and paste first row

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 *bird Find words and phrases that end with *bird*
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 b!*snow Find words that start with *b* and have a meaning related to *snow*
 *snow Find any words related to *snow*
 or*snow Find any words related to *snow*
 *winter sport Find words related to the concept *winter sport*
 winter Find phrases that contain the word *winter*
 expand*nasa Find phrases that spell out *n.a.s.a.*

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Tag 18 Tags

All Tags 42

Non-Technology Tools

- ▶ Notebooks
- ▶ Sticky Notes
- ▶ Colored File Folders
- ▶ Colored Pens
 - Blue for official docs

Task Lists

