

The Efficient Advisor: Tips & Tricks to Manage a Large Caseload While Maintaining a Personal Touch

Jillian N Reading

Senior Academic Advisor, University at Buffalo

@jillianreading

#wnyadvising

Even though it's your thousandth time conveying information, remember that it's their first. Parents & students deserve your full attention and charisma.

Email Overload!

- Pre-populated signatures
 - Responses to common inquiries
 - Ensure consistency of message
- Mail-merges with personalization

Pre-Populated Signatures

How to Create Email Signatures

Adding Important Information to Your Signature

How to Use Mail Merge

Personalizing Your Mail Merge

Using Video to Augment Your Advising

Questions? Get in Touch?

- Twitter: [@jillianreading](#)
- Email: jreading@buffalo.edu
- LinkedIn