TOOLS FOR MAXIMIZING TIME IN ADVISING

Carl Lam

Prehealth/Exploratory Advisor

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University at Buffalo
Exploratory and Pre-Professional
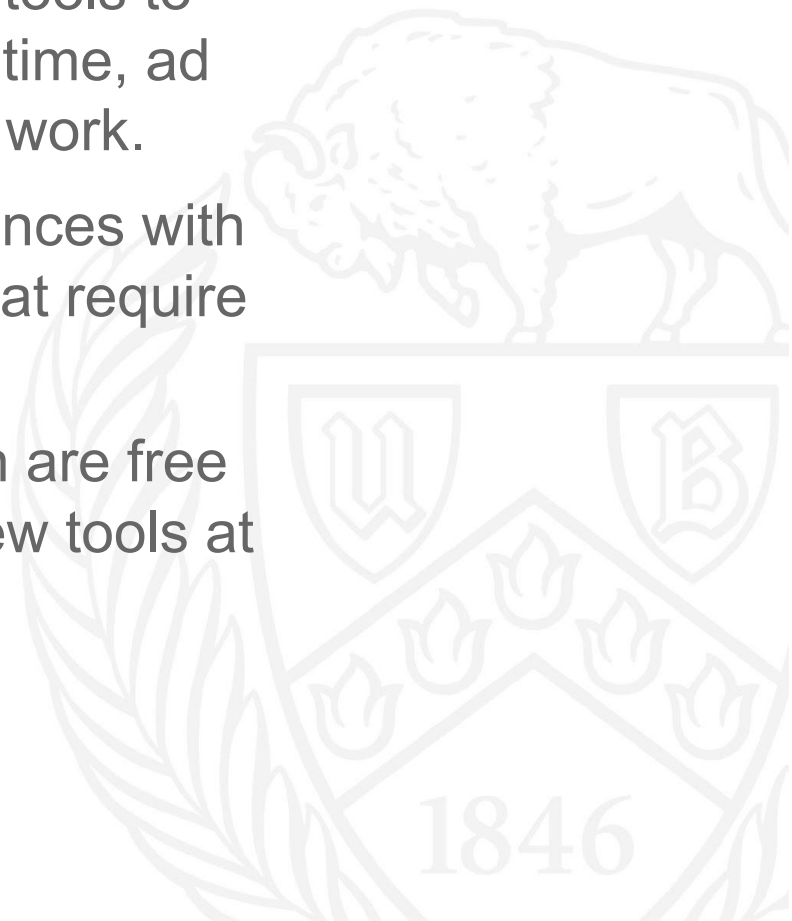Advising Center

Agenda

- Session Goals

- Digital Toolbox Overview

- Communication

- Collaboration

- Technology

- Course Management Systems (CMS)

- Questions

Session Goals

- The goal is to provide advisors with tools to improve your productivity, save you time, ad be more efficient in your day-to-day work.

- You should be able to leave conferences with takeaways and not big lofty ideas that require $10,000 or $100,000 to implement.

- Most of the tools in this presentation are free or already exist on campus with a few tools at a reasonable cost.

COMMUNICATION & PRODUCTIVITY

Communication & Productivity

- Let's face it. Email inboxes are a nightmare.

- Thankfully, team communication platforms have surfaced that allow for work environments to exist outside of your email inbox.

- Tools that fit this category include **Slack**, **Microsoft Teams**, and **Flock,** and others.

Communication & Productivity

- You may wonder why I'm recommending this and why not just stay with email?

- I was losing track of messages and the search function was **letting me down**.

- If my team and I can reduce the internal clutter of forwarding emails and messages that change subjects but retain the same subject line, then I wanted to find a solution!

- This type of team communication brings back the joys of instant messaging (!), organization by channels, and a search history that actually works!

Communication & Productivity

- Will this work for everyone? No!

- <u>Is this worth trying?</u> Yes! Especially because it is **free** and works on phones and computers!

- Some of the challenges with this type of team communication tool include:
  - Actually using it to its full potential!
  - Adapting to a new form of technology!
  - Remembering to check it!

- However, my team and I have found it to be a great place to stash info from those sticky notes, index cards, and scrap pieces of paper you were bound to lose or misplace!

Communication & Productivity

- Speaking of sticky notes, index cards, and uneven pieces of colored paper, those are where I used to have my to-do lists and then I realized, I was being wildly counterproductive!

- I needed a better system to stay organized with the many, many, many projects going on in my life and that's when I found **Todoist**.

- Believe me, I was skeptical at first about this but it's been a complete gam

Communication & Productivity

- Todoist is a **free** tool that works on phones and computers which allows you to keep a virtual to-do list.

- You can sort your tasks into color-coded projects for a more aesthetically pleasing experience.

- You can work as a team in Todoist and assign tasks to teammates working on similar projects.

- And for all those educational researchers out there, Todoist gamifies your productivity!

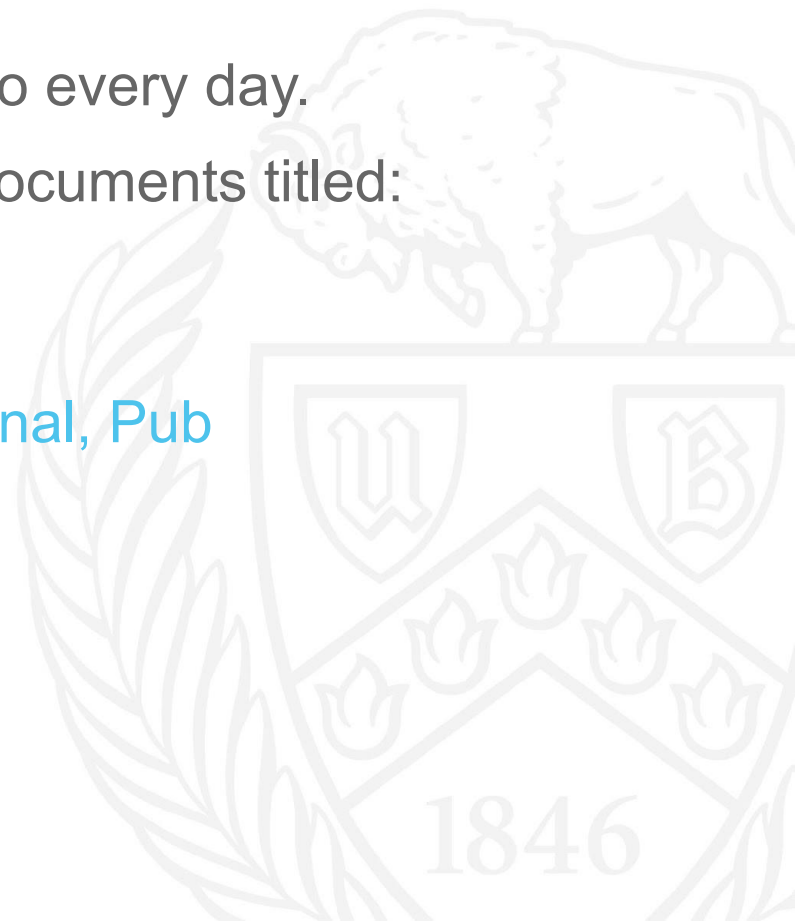- Here's a look at my personal Todoist!

COLLABORATION

Collaboration

- Our jobs don't exist in a vacuum!

- Collaboration is built into what we do every day.

- But one can only handle so many documents titled:
  - UACProposal AK v.2
  - agenda1-22_revised_LL
  - Program Announcement 2020, Final, Pub

- There has to be a better way!

- And thankfully, there is!

Collaboration

- Two ways to solve the endless exchange of attachments via email is by using **Google Drive** and **Box**.

- Both tools are free and allow for teams to work together on projects together without wondering what the other is doing.

- Google Drive comes loaded with Docs, Sheets, Slides, and Forms, which saves so much time!

- With Google Drive, you can edit the same document while others are editing it as well.

- Box is a great tool for storage and collaboration (and your institution may be using it) but you can sign up for a free
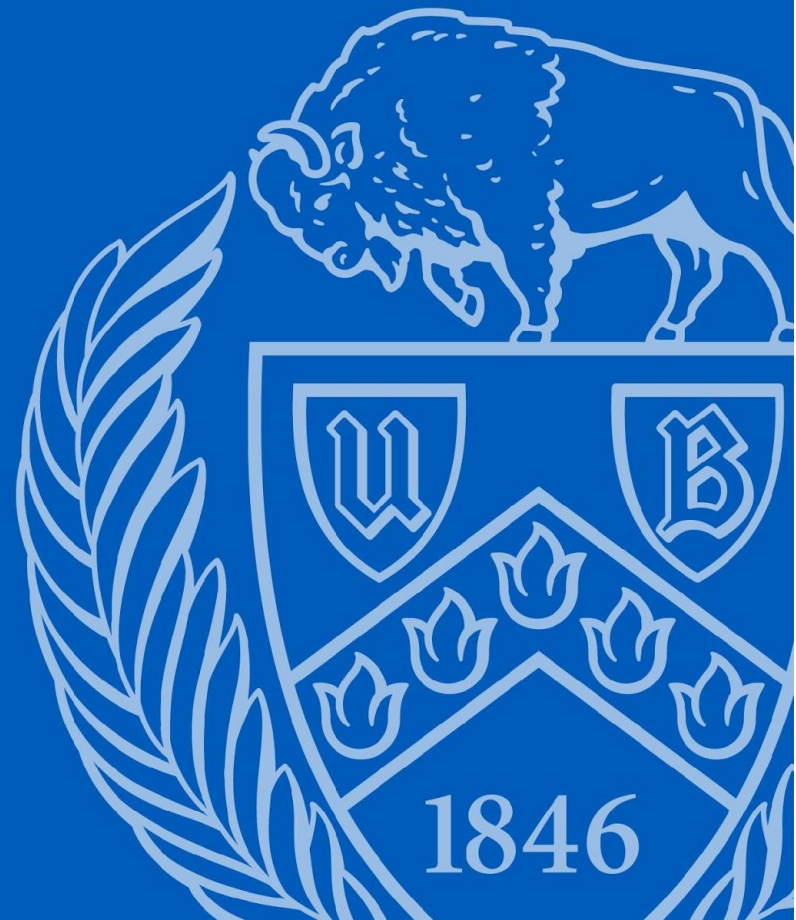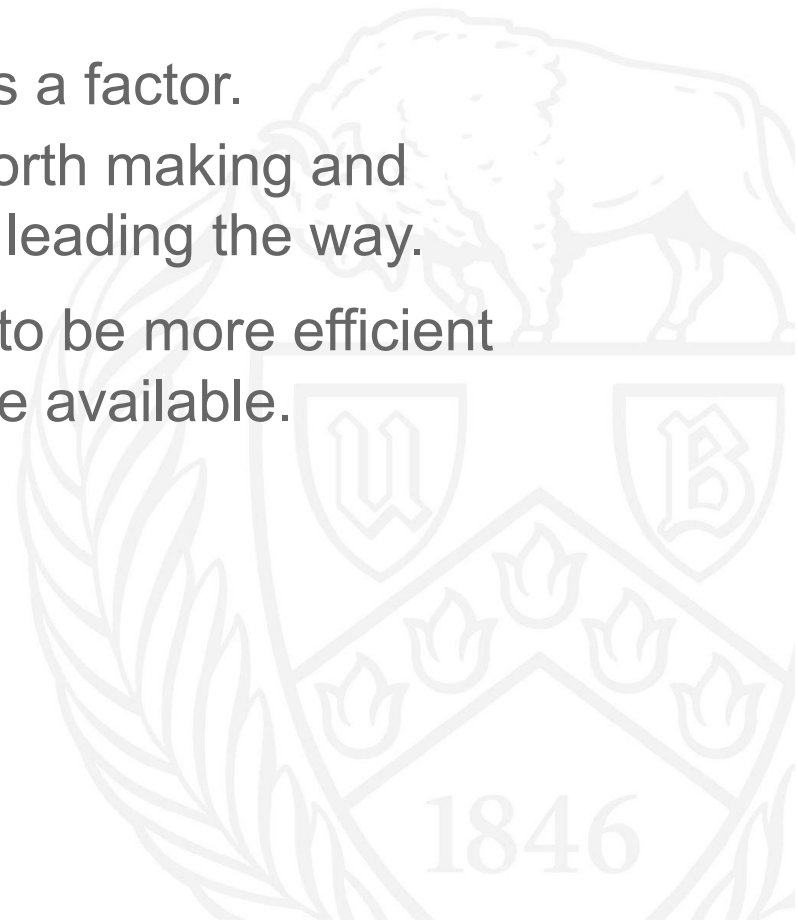
TECHNOLOGY

Technology

- It is here to make our jobs easier!

- This is the one section where cost is a factor.
  - However, this is an investment worth making and your office may be the catalyst in leading the way.

- In this section, we look at the ways to be more efficient in a virtual space using tools that are available.
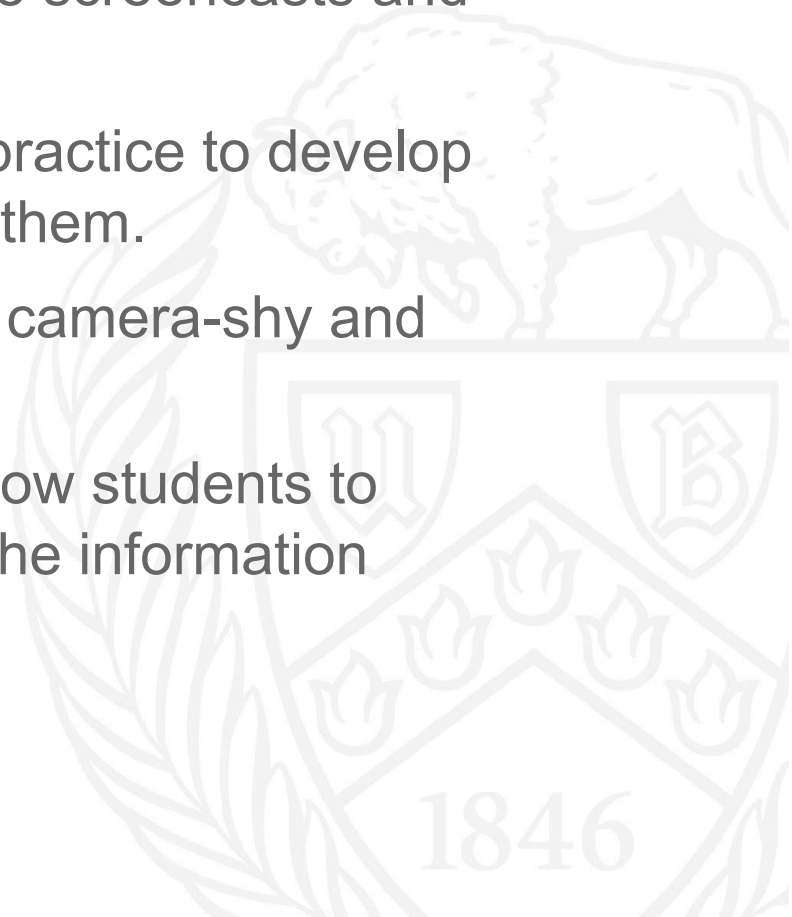
Technology

- Meeting tools are a great way to bring students into a virtual space where you can still have face-to-face interactions.

- Tools like **Zoom**, **WebEx**, and **GoToMeeting** are just some of the popular options for this.

- Group sessions and workshops can be held online without having to reserve a physical space, sessions (on some platforms) can be recorded, and allow for large groups to attend!

- I have even held CLASS online to avoid messy winter weather!

Technology

- Next up, software designed to create screencasts and videos!

- These types of tools do take some practice to develop proficiency and comfort while using them.

- There are options for those that are camera-shy and not like me!

- These videos are great tools that allow students to stop/start when needed and watch the information again.

Technology

- Tools like **Camtasia**, **Panopto**, and **Screencast-O-Matic** are just some of the options you can use to create videos!

- This process can take time and is an investment but the efficiency comes in not having to present the information multiple times!

- Having a script is extremely helpful in order to provide captions or if you're like me, you'll turn to artificial intelligence later to transcribe the off-the-cuff videos!

COURSE MANAGEMENT SYSTEMS
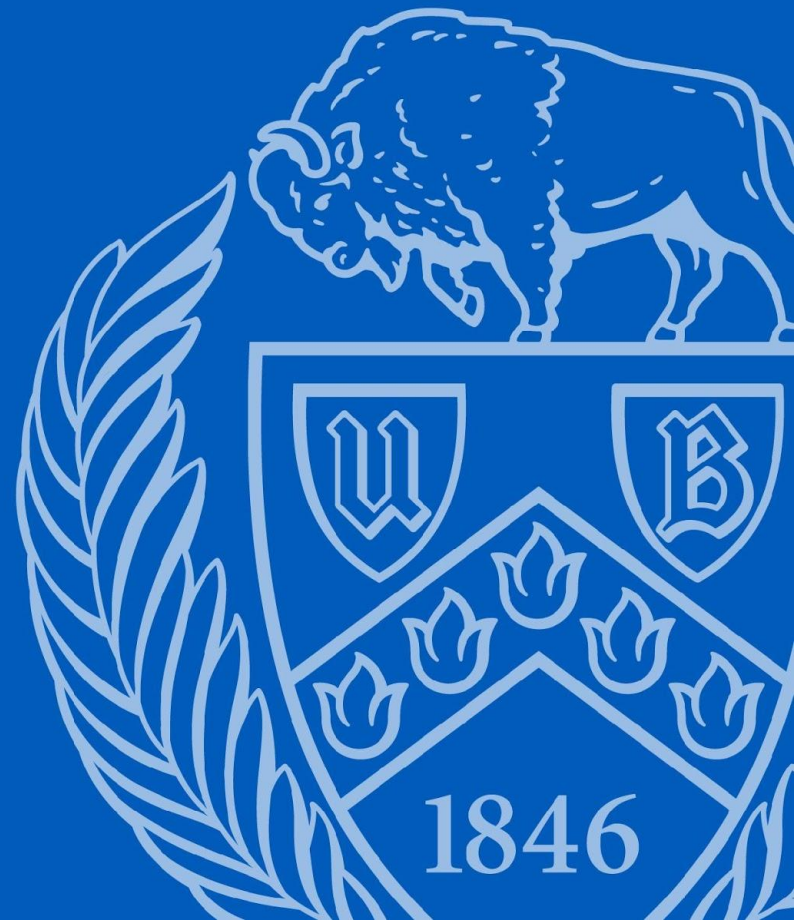
Course Management Systems

- Back to the free tools!

- The great part about this section is that everyone in the room has a course management system they can use!

- Whether you have Moodle, Canvas, Blackboard, or something else, you can create an environment for your students to learn in!

- These types of environments to run online workshops are well-worth the investment.
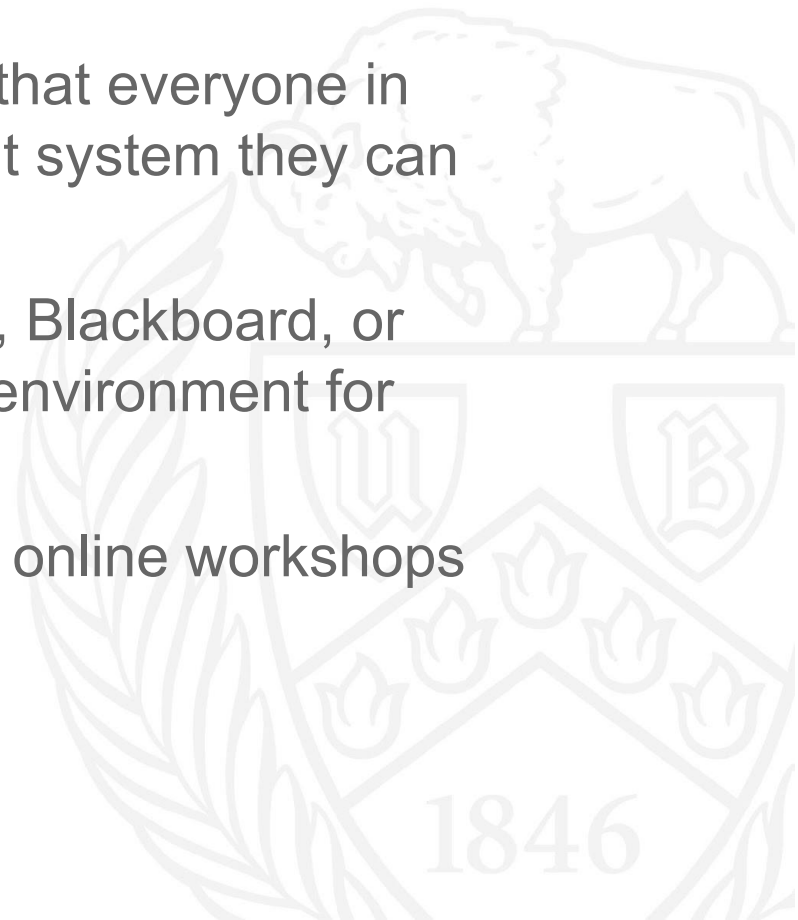
Course Management Systems

- Our team has saved between 20 to 30 hours of presentation time by switching to creating an online workshop for students.

- We created a curated set of videos for students in our Blackboard platform, UBlearns, for first-year students.

- Our workshop includes a set of 7 videos, quizzes for each one, and a reflection piece for students to complete.

- [I'll take you through a quick digital tour of our workshop!](#)

QUESTIONS?

Carl Lam

carllam@buffalo.edu