

Making it Manageable

Tips, Tricks, & Tech for Workflow and Productivity

<http://bit.ly/makingitmanageable>

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OBJECTIVES:

- ★ Identify common, annoying, time-consuming tasks
- ★ Learn some tech tricks to make life (a little) easier

POLL

QUESTION:

**Have you
used
Padlet
before?**

- 1. Yes**
- 2. No**

How this presentation will work:

★ I will present some common ‘problems’ I have encountered and model a technology ‘solution’.

★ We will use Padlet to post questions, share ideas, etc.
Use this LINK:

<https://padlet.com/doctorriir-gitmanageable> or use
your phone and this QR code:



★ Again, you can access these Slides here:

<http://bit.ly/makingitmanageable>

The Problem:

Account Crossover...

Google gets confused and keeps trying to use the wrong account and won't open school stuff!

The Solution:

Chrome Profiles...

Permanent, separate instances of Chrome can keep accounts cleanly separated.

Creating Chrome Profiles

Step 1	Click on the icon in the top right corner next to the three dots
Step 2	At the bottom of the list, click ADD
Step 3	Choose a recognizable name for the account
Step 4	Select an image for the account
Step 5	Make sure the box at the bottom is checked
Step 6	Click ADD
Step 7	When Chrome opens, sign in to the account, then close the window
Step 8	Repeat steps 1-7 for each account you use
Step 9	Organize the icons on your desktop so you can easily find your accounts.
Step 10	Use the desktop icons to open Chrome

The Problem:

All the repetition...

Constantly repeating the same tasks and accessing the same menus gets time consuming!

The Solution:

Keyboard shortcuts...

(Chromebooks and Windows 10 PCs/MACs)

You still have to do the same repetitive tasks, BUT, keyboard shortcuts can definitely make it faster and easier.

Common Keyboard shortcuts

Shortcut	Purpose
Ctrl C	Copy highlighted text
Ctrl V	Paste copied text
Ctrl F	Search & find virtually anything
Ctrl Z	Undo most actions
Ctrl Y	Redo most actions
Ctrl K	Insert hyperlink
Ctrl A	Select all
Ctrl N	New Window
Ctrl T	New tab
Ctrl W	Close tab
Ctrl + Shift + T	Reopen Closed Tab
Ctrl R	Refresh
Ctrl + mouse click	Open a link in a new tab

The Problem:

Shared spreadsheets...

(Whether data is entered by people or from a Form)

Multiple people add information to shared spreadsheets. How am I supposed to know when to check them?

The Solution:

Notification Rules in Sheets...

Instead of trying to remember to check all those spreadsheets, notification rules will send you an email update of changes!

How to use Notification Rules:

Step 1	Locate and open the spreadsheet
Step 2	Click on the Tools menu
Step 3	Click on Notification Rules
Step 4	Make appropriate selections
Step 5	Click Save
Step 6	Check your gmail

The Problem:

**I need to send how many emails/
certificates/notifications?...**

Sending an individual response to a
ton of people can be SOOOO
tedious!

The Solution:

[Mail Merge Add-ons...](#)

Use a spreadsheet to automagically
generate individualized emails with
customized attachments to a list of people
all at once.

How to use Autocrat (or another mail merge):

Step 1	Open a spreadsheet
Step 2	Click on the Add-ons menu
Step 3	Click Get Add-ons
Step 4	Search for Autocrat or mail merge
Step 5	Select an appropriate Add-on
Step 6	Click Install
Step 7	Close the Marketplace
Step 8	Click on the Add-ons menu and select the installed mail merge
Step 9	Open the Add-on and follow the directions
Step 10	Auto-generate emails based on selected triggers.

The Problem:

I swear I send the same email at least 100 times a week!...

Inevitably, we get asked the same questions numerous times. Responding is almost as annoying as repeating ourselves in class.

The Solution:

Gmail Templates...

Create generic emails that can be easily edited and/or reused.

Create Gmail templates:

Step 1	Open Gmail
Step 2	Click Compose to open a new email
Step 3	Type the text of a generic email
Step 4	Click on the three dots bottom right
Step 5	Click on Templates
Step 6	Hover on "Save draft as template"
Step 7	Click on "Save as new template"
Step 8	In future, follow steps 2-5 to access and use existing templates.

The Problem:

Sometimes we work weird hours...

There just aren't enough business hours in the day & sometimes we work outside hours...but we don't want everyone to know we are checking email at 8:00 PM or 11:00 PM or 2:00 AM etc.

The Solution:

Schedule Send...

Respond at your convenience, but send your response during business hours. Or send yourself reminders. Or send other people reminders. Or send emails at a time you know the receiver will be looking...

To Schedule Send:

Step 1	Open Gmail
Step 2	Click on Compose
Step 3	Compose your email
Step 4	Next to the SEND button there is a teeny tiny blue down arrow
Step 5	Click on the Schedule Send pop up
Step 6	Select a pre-selected time, or click on "Pick date & time"
Step 7	Click "Schedule Send"
Step 8	A category called "Scheduled" will appear in the left hand menu
Step 9	You can click on the category and edit those emails at any time.

The Problem:

So many meetings...

There are so many meetings. And lots of them happen over and over again. Keeping track can be kind of a nightmare!

The Solution:

Recurring Calendar Invites...

Instead of creating calendar meetings constantly, repeated meetings can be scheduled through Calendar. You can also contact guests through the Calendar invite.

Create Recurring meetings:

Step 1	Open Calendar
Step 2	Click on a time & date to create a new event
Step 3	Title the event
Step 4	Under the time & date, click the down arrow next to "Does not repeat"
Step 5	Choose an option or Custom
Step 6	If you select Custom, add details
Step 7	Add guests to the "Add guests" box.
Step 8	Set notifications
Step 9	Add text or attachments
Step 10	Add Google Meets or Zoom if needed.

The Problem:

Different people need to do stuff...

Often, shared Docs & Slides are shared because the responsibility is shared. How do we ensure that everyone knows what they need to do?

The Solution:

Assigned comments in Docs & Slides...

When you add a comment to a shared item, you can assign a task to a specific individual.

Assign comments to individuals:

Step 1	Open the Doc or Slides
Step 2	Insert a comment using the comment icon or Ctrl + Alt + M
Step 3	Add a requested action to the comment
Step 4	Add @emailaddress to tag an individual
Step 5	Check the box saying "Assign to" that appears under the comment
Step 6	Click "Assign" and the tagged individual will be notified via email
Step 7	If you choose not to click "Assign" and click "Comment" instead, the tagged individual will still get an email.

The Problem:

So so many documents...

Sometimes it seems like the hardest part of a project is finding the relevant items in Drive. Where did that agenda go again!?

The Solution:

Priority Workspaces...

This feature allows you to make temporary groupings of Drive items for easy access.

Create Priority Workspaces:

Step 1	Open Google Drive
Step 2	Click on Priority (or create a folder if Priority is unavailable)
Step 3	Click on Create
Step 4	Name your new workspace
Step 5	Click Create
Step 6	In the pop up, click the Add files button
Step 7	Select files to add to the space (up to 25) and click Insert
Step 8	Click done
Step 9	You now have a shortcut list of files without changing their location
Step 10	Use the 3 dots to remove workspaces when you finish.

The Problem:

Virtually anything...

Anytime you have a productivity or workflow issue, looking for a solution can be worth the effort!

The Solution:

[Chrome Extensions and G-Suite Add-ons...](#)

Chrome Extensions and G-Suite Add-ons are mini-programs that help Google do things that Google can't quite do (yet...on its own).

Find and install Extensions and Add-ons:

Step 1	Open the Chrome Web Store
Step 2	Search for a solution to the problem
Step 3	Make sure to click on MORE
Step 4	Look over options & open those that look interesting.
Step 5	Read reviews & required permissions
Step 6	Select the blue Install button
Step 7	Find the extension under the puzzle piece to the right of the omnibox
Step 8	Test the extension to make sure it does what you need. <i>This may include creating an account.</i>
Step 9	Decide if you want to pin the extension
Step 10	Use or Remove and repeat.

BONUS: ZOOM TIPS!

1. **USE REPORTS Y'ALL!**
2. **SET CHAT TO SAVE AUTOMATICALLY.**
3. **Check your settings.**
4. **Shut down everything you don't need to improve video quality/speed.**

BONUS: GMAIL EXTRAS!

1. **Use the Calendar sidebar.**
2. **Use the Tasks or Keep functions.**
3. **Explore Gmail Add-ons**

THANKS FOR COMING!

**Don't forget about
Trivia:**

[https://
www.menti.com/
3nt3ahoces](https://www.menti.com/3nt3ahoces)