

## UCEDD Directors Meeting at AUCD2018

**Topic:** Roundtable 4: Administrative and organizational tools that facilitate smooth operations

**Facilitator:** Kimberly Mills

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### Discussion and examples

- 1) Email- Inbox
- 2) Tracking grant goals
- 3) Consistent branding

### Strategies

- 1) Smart-Sheets, Asana, (see below)
- 2) Email – send long ones/ fewer/ use folders
  - a. Have one-on-one conversations – prioritize by individuals; copy/paste into Word/PDF; “evernote,” Asana (project management – team based); use colors, assign names/words so that emails are automatically filtered.

### Next Steps

- 1) Webinars:
  - a. Asana – paid subscription, Evernote, Smart Sheets, Trello, One Note
- 2) Tracking Grant Goals:
  - a. Manage in meeting, WRIKE – Google tool project management. Dropbox vs Box (box has capability to see viewing); using funding forms.
  - b. Using Qualtrics
  - c. Apricot – makes it easy to write the report
- 3) Management Team Meetings
  - a. By Core functions
- 4) Bullet Journal – (2 minute Google video). Daily task journal – dated by person