#shifthappens APAC

Business Continuity & Productivity

IN THE DIGITAL WORKPLACE

25-27 Aug, 2020 #ShiftHappens APAC Week Online

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DEBBIE IRELAND

- ✓ ShareThePoint CEO
- ✓ Digital Workplace Strategist
- ✓ Change Catalyst
- ✓ Microsoft Regional Director
- ✓ LinkedIn. Debbie Ireland CONNECT
- ✓ Author - Work-Life Balance My Arse!

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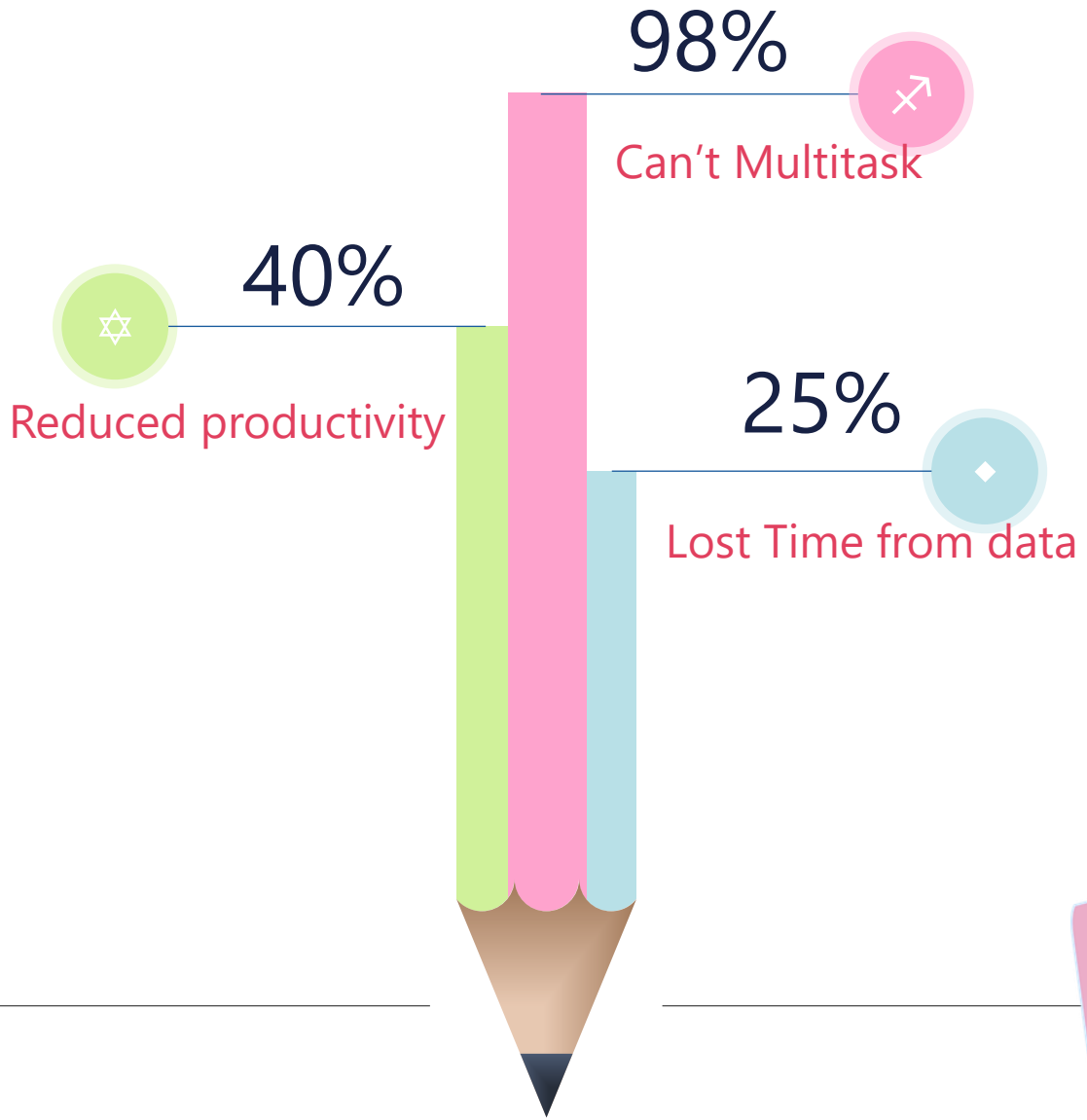
Task Made Easy Management

Agenda

- Personal Productivity
- Tasks For Teams
- Combining for Collaboration

Productivity Zappers



To Do List

- [x] Survival
- [x] Trivial
- [x] Often long
- [ ] PULL direction
- [ ] Disorganised directory

80%

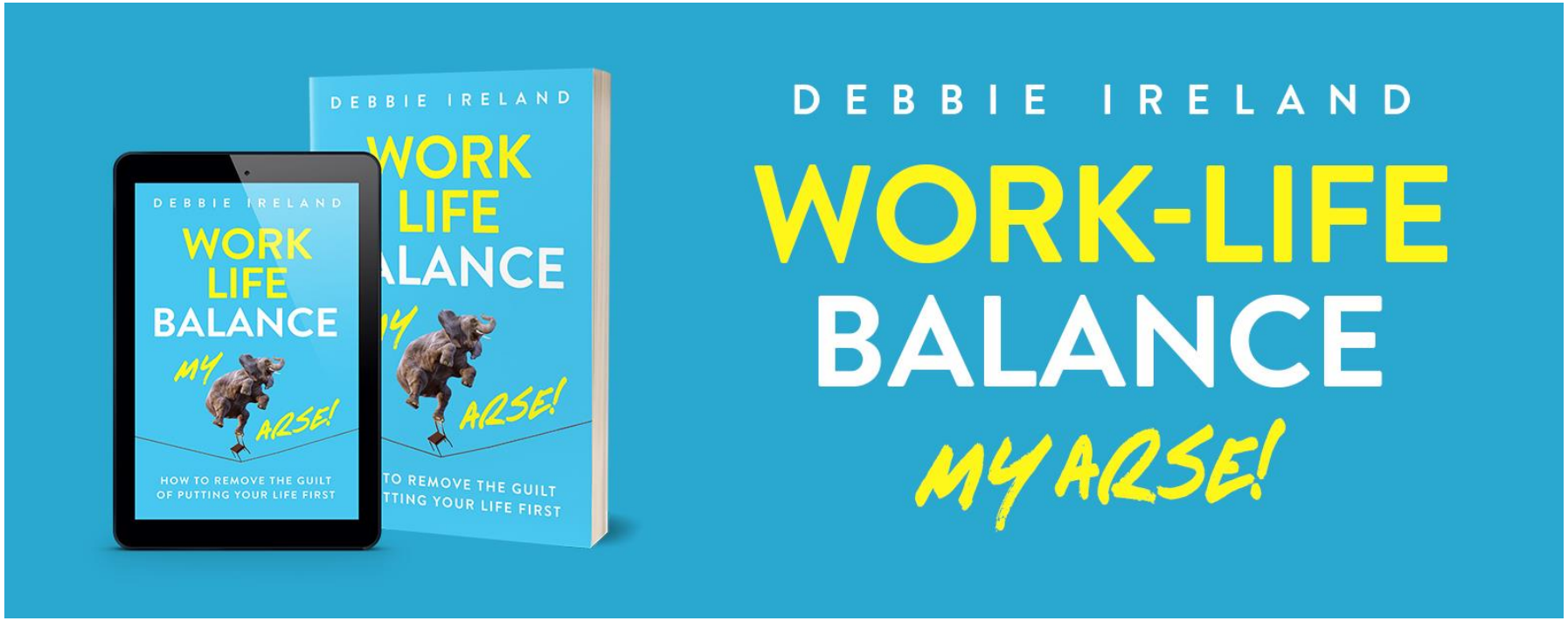
Success List

- [x] Stepping stones
- [x] Essential
- [x] Short
- [ ] AIM direction
- [ ] Organised directive

20%

Time blocking

- Focus
- Productive Time
- Pomodoro – 25 – 5
- Robin Sharma – 90,90,1



- Amazon KINDLE – special launch price $4.99 (USD)
- Amazon Paperback $23.85 (USD)
- Local (NZ and AUS only) Paperback $30 plus postage (NZD)

www.debbieireland.com

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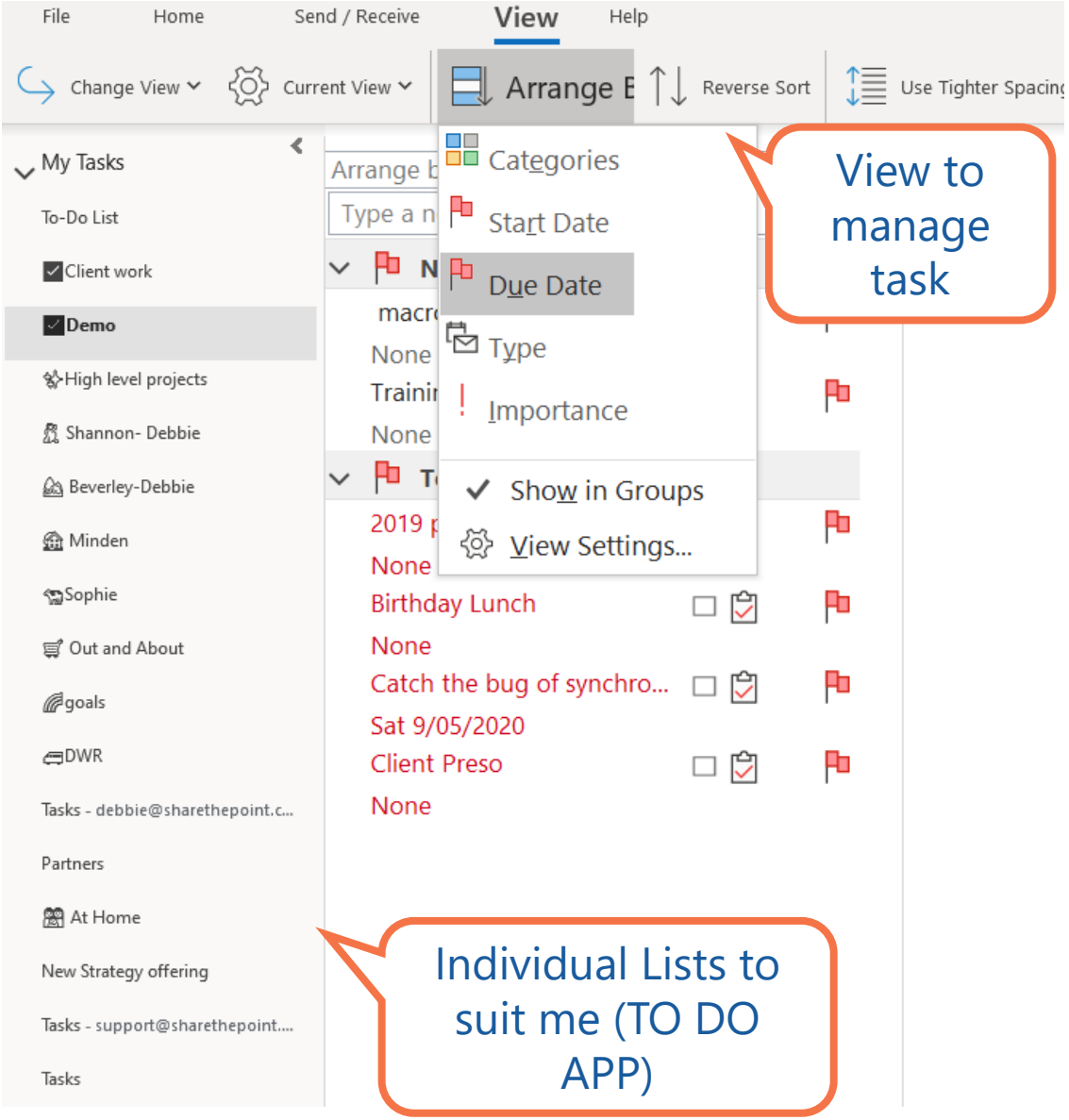
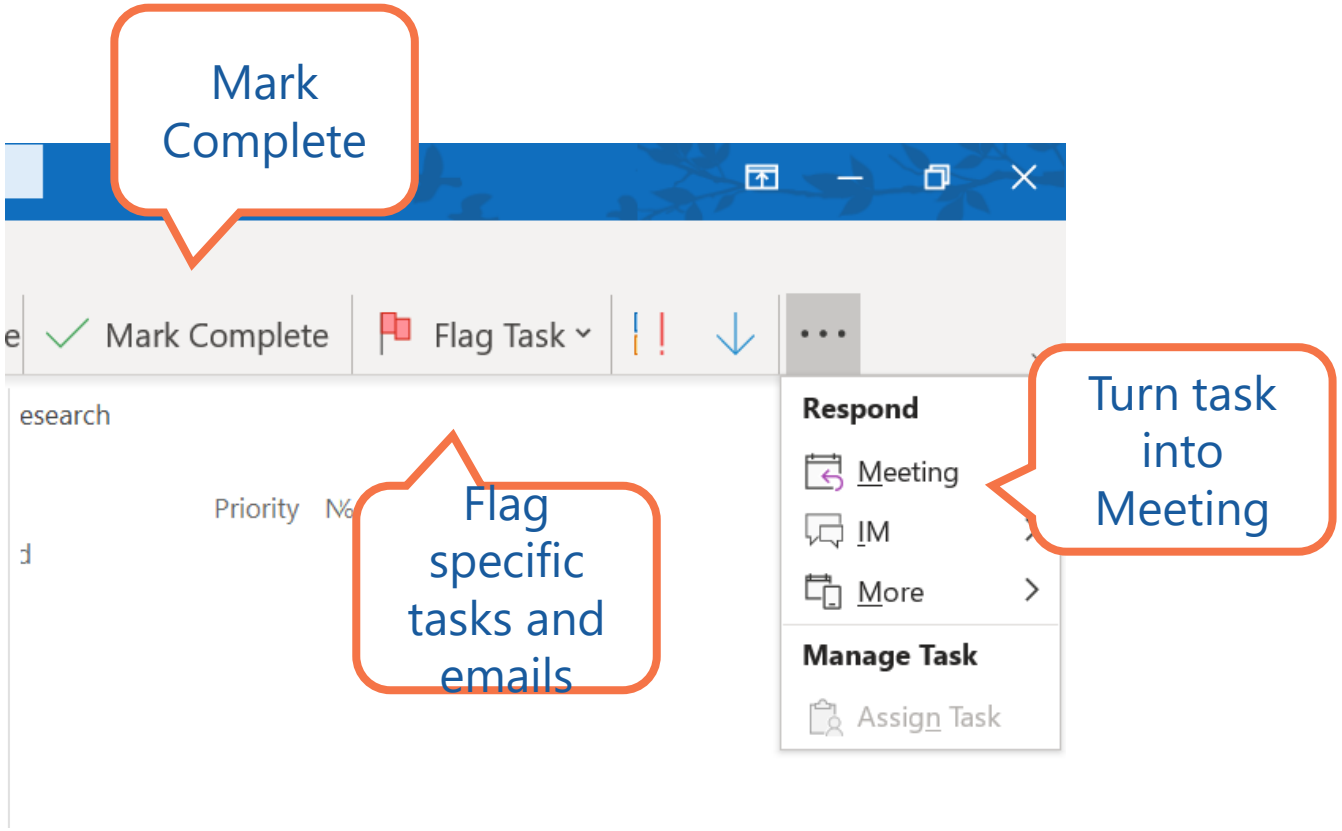
Personal Task Management Tools

"10-12 minutes invested in planning your day will save at least 2 hours of wasted time and effort throughout the day"

OUTLOOK **TO DO**

Outlook Tasks





Microsoft To Do

Debbie Ireland
debbie@sharethepoint.com

- Important 9
- Planned 91
- Assigned to you 81
- Flagged email 10
- Tasks 10

- Demo 7
- Client work 7

Personal

- At Home
- Campervan 4
- Out and About 5
- Minden 2
- Sophie

Collab

- Beverley-Debbie 1
- Danielle-Debbie 5

New list

Planned

Earlier 70

Today 5

- Birthday Lunch
  Demo • 0 of 3 • Today
- Catch the bug of synchronicity. Read blog
  Demo • Today
- NZ RIMPA Excellence Awards
  Flagged email • Today •
- Please fill out "Evaluation Form Business Capability Workshop
  Flagged email • Today •
- The Idiot Grandson Portfolio, Part II [Portfolio Rep — Sept ber]
  Flagged email • Today •

Tomorrow 1

- Debbie's session M365 MAY
  Shannon- Debbie • 0 of 1 • Tomorrow

Mon, 11 May to Fri, 15 May 4

- Catch up - SharePoint
  Flagged email • Mon, 11 May •
- Client Preso
  Demo • 0 of 4 • Mon, 11 May
- Discuss Calendar in TEAMS course
  Shannon- Debbie • Mon, 11 May

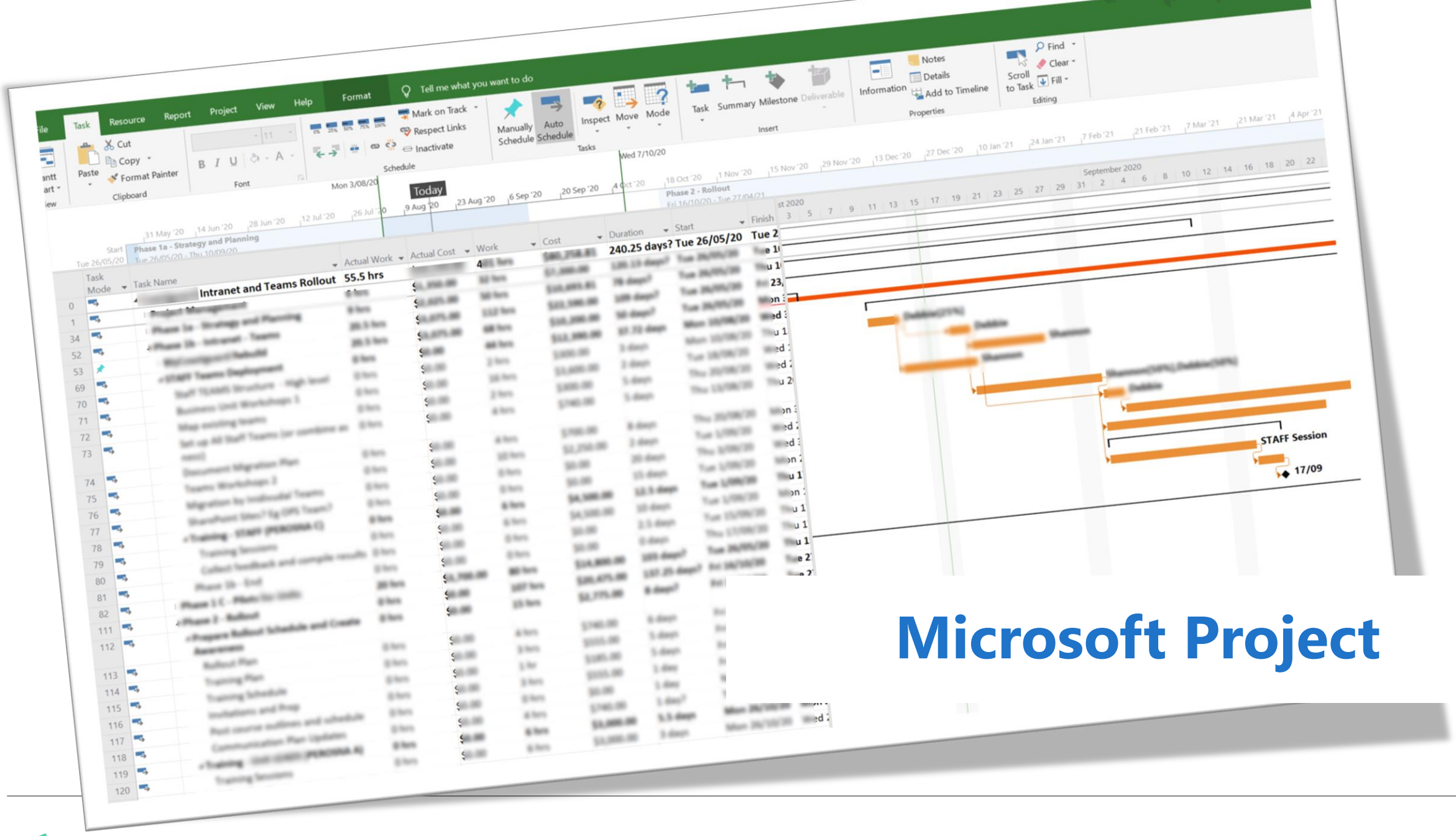
Add a task due today

demo

4:56 PM
9/05/2020

Project and Team Task Management

- ✓ Progress Updates
- ✓ Transparency
- ✓ Info in One Place
- ✓ Reporting



Microsoft Project

OneNote for Checklists

NEW Processes
Attendance
In Person Course
Partner
Background
LMS Products
Analysis
Marketing
Online Offeri...
Course Creati...
Teachables
Working Re...
OneNote Co...
+ Add section

To Do
Working Remotely Webinar Checkl...
WWWWH Message (from Careerf...
Remotely Outline
Teams 2
+ Add page

Wednesday, 18 March 2020 8:22 AM

- [x] Remote Working Course - TBC - with DI
- [x] Teams One outline Course up and published (JB)
  - [ ] Any of the lectures that still need content, set them up as drip fed, (eg two weeks out, or something to ensure they are not visible if by chance someone purchased course earlier than we expect
  - [x] Update sales page of each to reflect new course content and audience (SD) SD
  - [x] Check pricing, thank you, check out pages - (BL)
- [x] Teams two outline - Up and Published (JB)
  - [x] As above re unfinished lectures. (JB)
  - [x] Update sales page of each to reflect new course content and audience (SD)

(BL to complete) TEAMS ONE - Template - https://digitalworkplacetraining.com/admin/courses/812504/information

- [x] I updated the template and the course page, of ONE so far - needs checking
- [x] Create VC for MAR-ARP Teams One - week of 1 April (Mon 30, Tues 31 , Thurs 2 April - 9-10 for each (ADD LINKs to new VC's IN HERE so we can access it and reference in promo materials) B
- [ ] The names - should they be the same - the SP course and the VC course? VC - currently is 'Meet Microsoft Teams 1' and SP is 'Meet Microsoft Teams - Level 1' (yes make both Level 1)
  - [x] https://digitalworkplacetraining.com/p/meet-microsoft-teams-1-virutal-class-march-2020 B
  - [ ]
- [x] Check pricing, add in Teams 1 to bundle - https://digitalworkplacetraining.com/admin/courses/810495/information
- [x] Ensure show on here - https://digitalworkplacetraining.com/courses/category/Virtual-Class (BL)
- [x] Teams one - will replace existing Teams - 21 April (make 3 days - M,T,TH - I realise someone registered Danielle will have to email later)
- [x] Include on each course page - Run this Virtual Class for your Organisation ONLY - button, highlight something - so clear - can be run privately - I will update this DI
- [x] Include SPECIAL BONUS in All Teams Virtual Courses Till October 2020 (on both Teams 1 and 2) B
  - [ ] Mastering Remote Working Madness - the 3 M's (and create page for this - for now, just take content from the Promo page below - and I will update - add link in here to page
- [x] Link also to see ALL VC and link to https://digitalworkplacetraining.com/courses/category/Virtual-Class B
  - [x] Should be IN Date Order
  - [x] Clear which is Teams Level 1, and Level 2 (I should see 4 new ones, once all this done.)
- [ ] Check pricing, thank you, check out pages - (BL)

TEAMS TWO TEMPLATE -

- [x] Check bundle added - https://digitalworkplacetraining.com/admin/courses/810685/information B
- [x] Check Course page on Template, matches content from the bundle above - (I havent dont that yet https://digitalworkplacetraining.com/p/meet-ms-teams2/
- [x] Teams 2 Week of 6 April (M,TT - 9-10
- [x] Teams 2 - week of 27 April (as above)
- [ ] Schedule again - one lot of each in May and June (these can come later) NOT TODAY)

- [x] DEBBIE - Update the Promo page - https://digitalworkplacetraining.com/p/working-remotely/
  - [x] Under 2) Virtual Classes - NEXT Virtual Class (next to - we recommend the first 3.....) - put button or something, to go direct to Mar-Apr one - and we will update as need to.
- [ ] Create collateral for private WR engagements (JB)
  - [ ] Online form (which session you're registering for - include tailored message on completion of form to say SD

Search

File Home Send / Receive View Help Group

Change View | Current View | Arrange By | Reverse Sort | Use Tighter Spacing | Layout | People Pane | ...

Favorites

debbie@sharethepoint.com

- Inbox 1
  - AAA-MarketingIdeas
  - AAAA-Followup
  - 111-Minden
  - Partners
  - COE - IMPACT
  - Training
  - ClientsCurrent
  - Admin 9
  - PersonalAdmin 5
  - demo 3
  - Events
  - DWD
  - NZ2020
  - AUS2020
  - Recharge
  - Reference
- Drafts [495]
- Sent Items 1
- Deleted Items [88351]
- Archive 1
- Clutter
- Conversation History
- Junk E-Mail [6982]
- Outbox
- RSS Feeds

demo — By Date

Today

Patrick Fester
RE: Comments on task "Review Quality Man... 7:24 PM
Still waiting on reply from Health and Safety

Microsoft Planner
You've been assigned a task! 6:52 PM
Hi Debbie,

Patrick Fester
RE: Comments on task "Health and safety au... 6:52 PM
Task Health and safety audit assigned to

Patrick Fester In Folder: demo
RE: Comments on task "Health and safety au... 6:52 PM
I uploaded the latest Safety Alert for

Microsoft Planner
You've been assigned a task! 6:51 PM
Hi Debbie,

Debbie Ireland
RE: Comments on task "Health and safety au... 6:43 PM
Task Health and safety audit assigned to

Wednesday

NZ Branch
NZ RIMPA Excellence Awards Wed 5:00 PM
Dear Debbie, I hope this email finds you safe

Older

Microsoft Stream
Your meeting recording is here! — "Meeting i... 9/03/2020
Your content is ready to stream!

Katie Jordan
Governance discussions - FSF 14/08/2019
Katie Jordan has shared a OneDrive for

RE: Comments on task "Review Quality Manual"

Reply | Reply All | Forward | ...

Patrick Fester
To Debbie Ireland; Katie Jordan; Operations
Sat 9/05/2020 7:24 PM

LinkedIn + Get more add-ins

delayed

These comments are about the task Review Quality Manual in the plan Operations Tasks.

Reply in Microsoft Planner or reply to this email to add a task comment.

From: Debbie Ireland <debbie@sharethepoint.com>
Sent: Saturday, May 9, 2020 7:24:08 AM
To: Katie Jordan <katie@sharethepoint.co.nz>; Operations <Operations@deliverit.apac.microsoftonline.com>
Subject: RE: Comments on task "Review Quality Manual"

Task Review Quality Manual assigned to Patrick Fester

These comments are about the task Review Quality Manual in the plan Operations Tasks.

Reply in Microsoft Planner or reply to this email to add a task comment.

From: Katie Jordan <katie@sharethepoint.co.nz>
Sent: Monday, March 30, 2020 8:13:15 PM
To: Operations <Operations@deliverit.apac.microsoftonline.com>
Subject: Comments on task "Review Quality Manual"

I've made some notes about QRS0851 and have contacted Judy to confirm which section apply to us. I'm awaiting her reply. Notes have been added in as a link

Reply in Microsoft Planner

You can also reply to this email to add a task comment.

This task is in the Operations Tasks plan.

demo

Items: 150 Unread: 3 | This folder is up to date. | Connected to: Microsoft Exchange | Display Settings | 100%

7:56 PM
9/05/2020

Combining for Collaboration

- ✓ Within a Team
- ✓ Other tools at fingertips
- ✓ All in the one place

The Teams Desktop

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Microsoft To Do

Debbie Ireland
debbie@sharethepoint.com

My Day 3
Important 12
Planned 90
Assigned to you 87
Flagged email 10
Tasks 10

Demo 7
Client work 7
Personal
Collab
Beverley-Debbie 1

New list

My Day

Sunday, 10 May

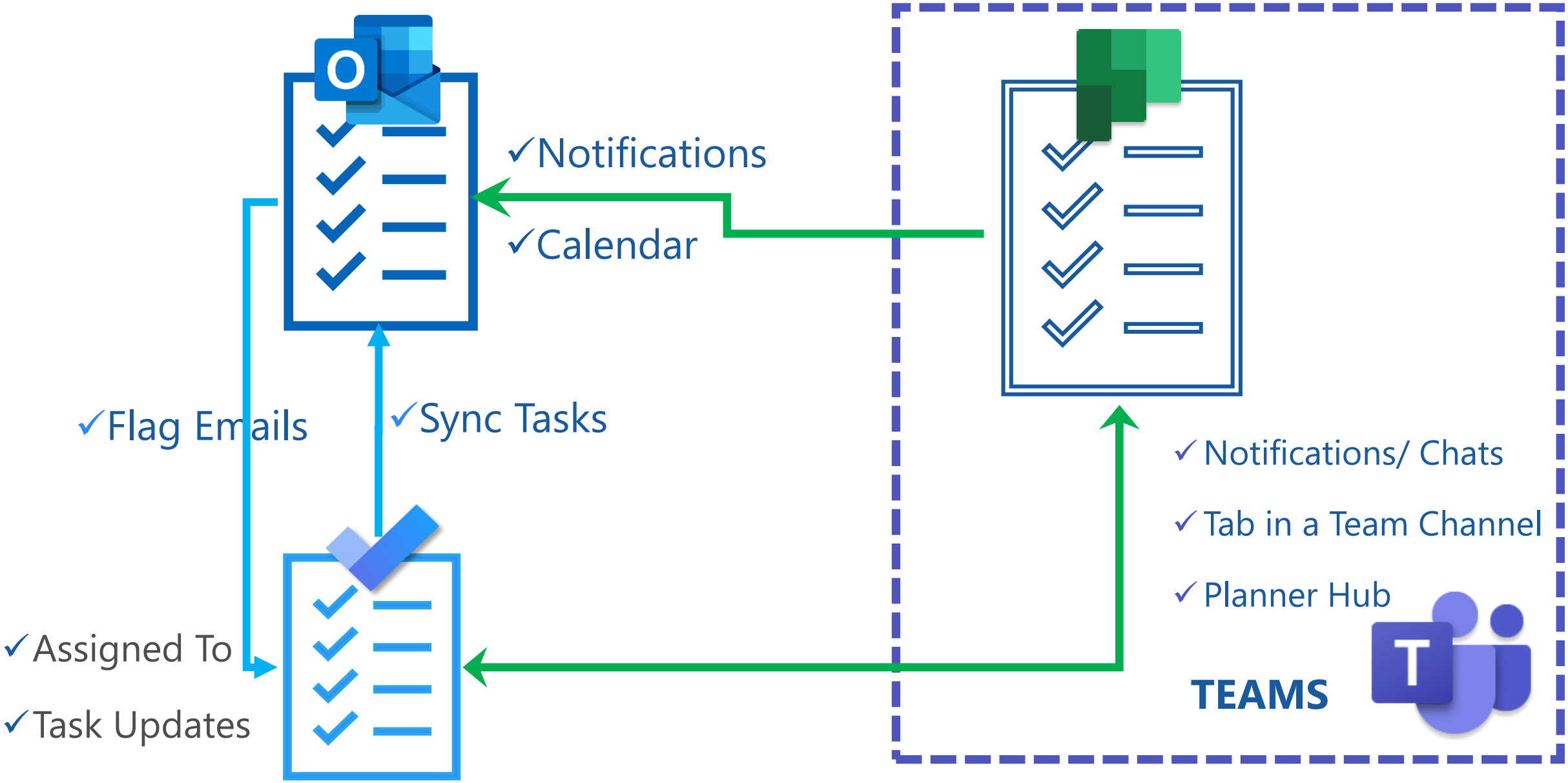
Checking in
Flagged email • Wed, 29 Apr •

Call Derek
Tasks • Wed, 6 May •

Load Blogs onto website
Recharge • 0 of 3 • Tomorrow

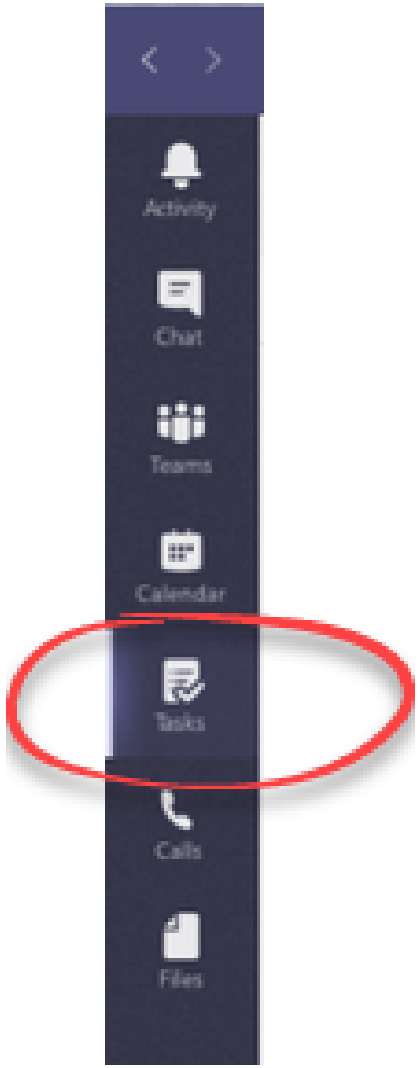
demo

Add a task


✓Notifications
✓Calendar
✓Flag Emails
✓Sync Tasks
✓Assigned To
✓Task Updates
✓Notifications/ Chats
✓Tab in a Team Channel
✓Planner Hub
TEAMS

Tasks in Teams

- Consolidates Personal Tasks from **To Do** and Team Tasks from **Planner** into a single comprehensive view in **Teams**



List View

Search or type / for a list of shortcuts

Activity
Chat
Teams
Calendar
Calls
Files
Tasks
Get app
Help

Tasks

All Active
Filter

- Personal
- Important
- Planned
- Assigned to you

Your teams

- Project Tailspin
- Marketing Plan
  General
- Web Launch
  General
- Workback
  General

Hidden teams

- Mark8 Project Team
- Design Updates
  Design

New task list

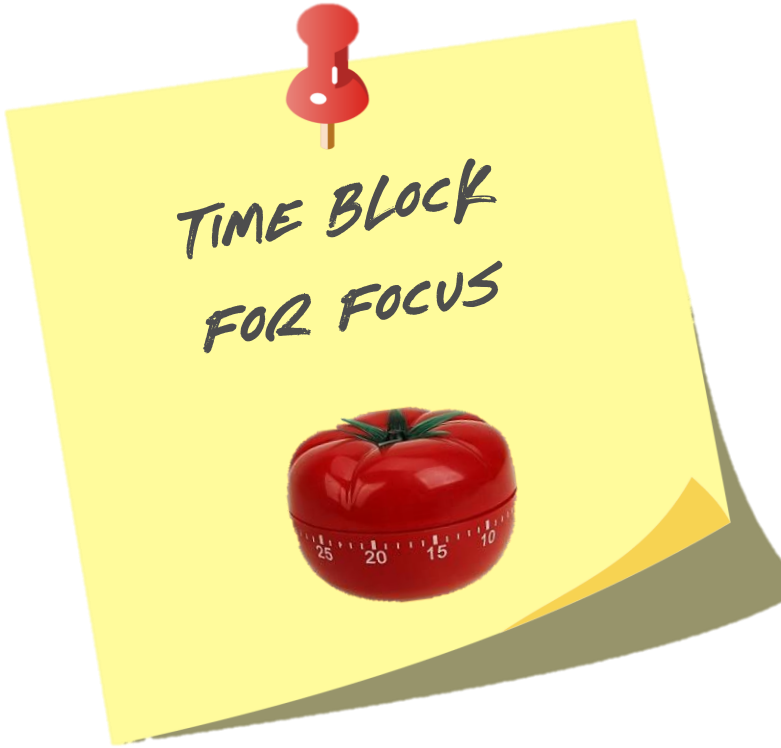
Task title	Priority	Due
Add a task		
Schedule 1 on 1	!	11/1
Book travel		11/14
Submit expense reports		11/15
Setup new device		

demo

3 takeaways

REDUCE DIGITAL DISTRACTIONS
Hangouts
Twitter
Instagram
Vine
Tumblr
Snapchat
Facebook
Messenger

FIND WHAT WORKS FOR YOU


TIME BLOCK FOR FOCUS

thank you

Kia ora! from New Zealand

Gracias	ευχαριστώ	Danke	Grazie	благодаря
Hvala	Obrigado	Kiitos	شكراً	Tak
Ahsante	Teşekkürler	متشكرم	Salamat Po	감사합니다
Cám ơn	شكريه	Terima Kasih	Dank u Wel	Děkuji
நன்றி	Köszönöm	ありがとうございます	ขอบคุณครับ	Dziękuję
谢谢	Tack	Mulţumesc	спасибо	Merci
תודה	多謝晒	дякую	Ďakujem	धन्यवाद

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