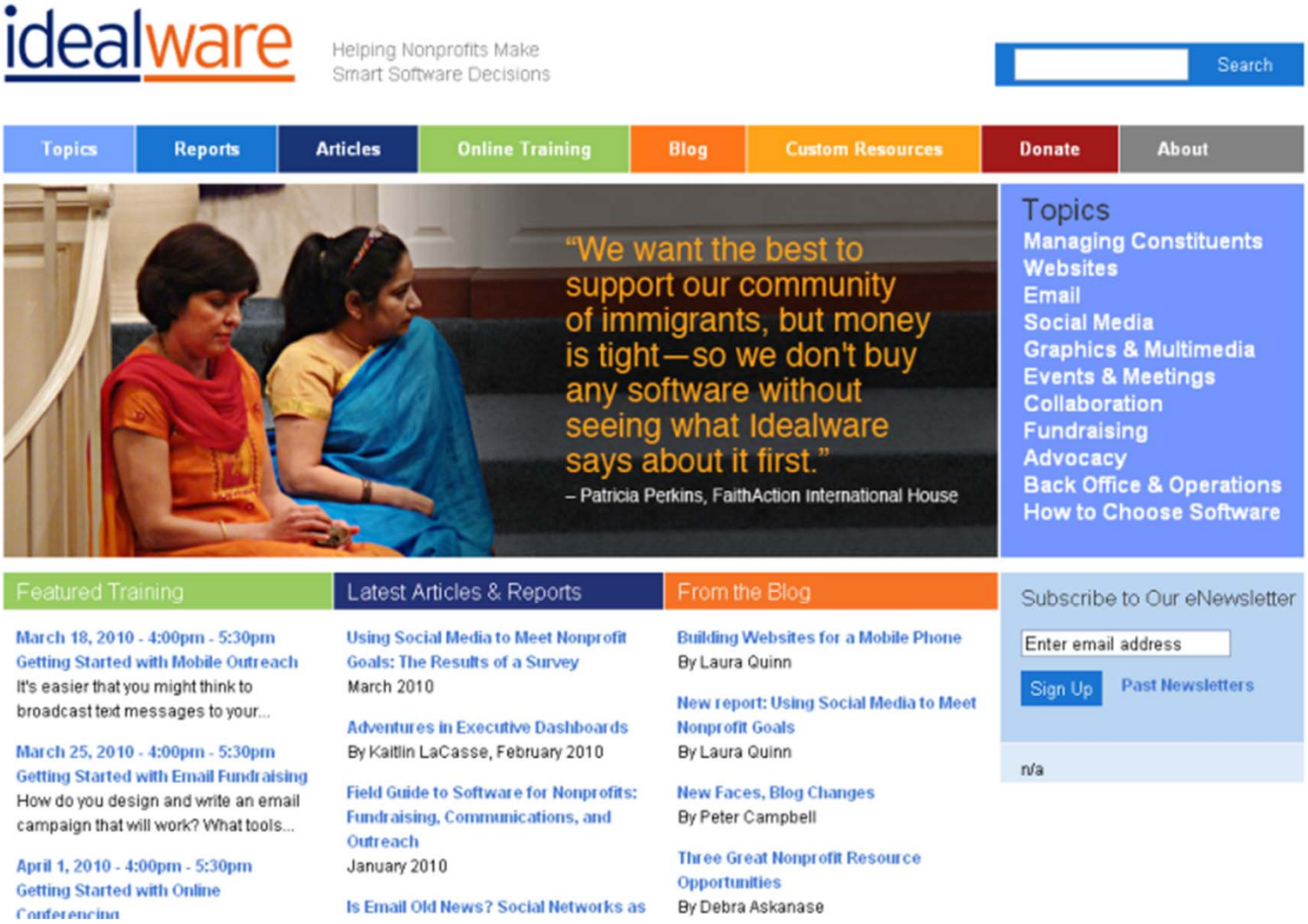
# Using Online and Mobile Applications in the Workplace

## Boosting Productivity Through Technology

idealware

# Introductions…



# What We'll Cover

- Productivity in a Busy World
- Where Do We Struggle as Individuals?
  - Tools to Help
- Where Do We Struggle as Organizations?
  - Tools to Help
- Making Change Happen

# Productivity In a Busy World

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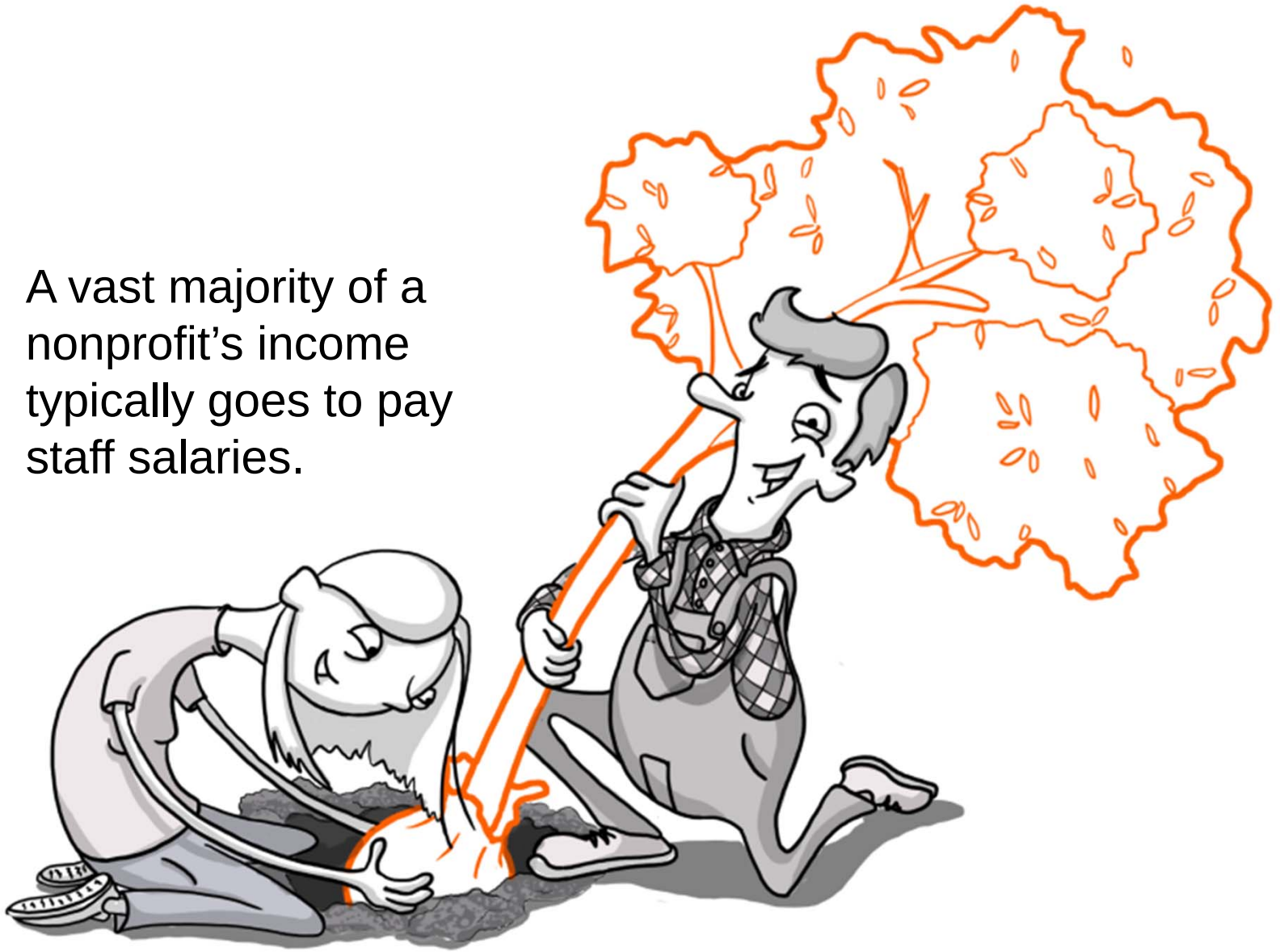
# Nonprofits Often Have Too Much Work

Nonprofits, more often than not, have too much work and not enough time.

# Most of Our Income Goes to Staff

A vast majority of a nonprofit's income typically goes to pay staff salaries.

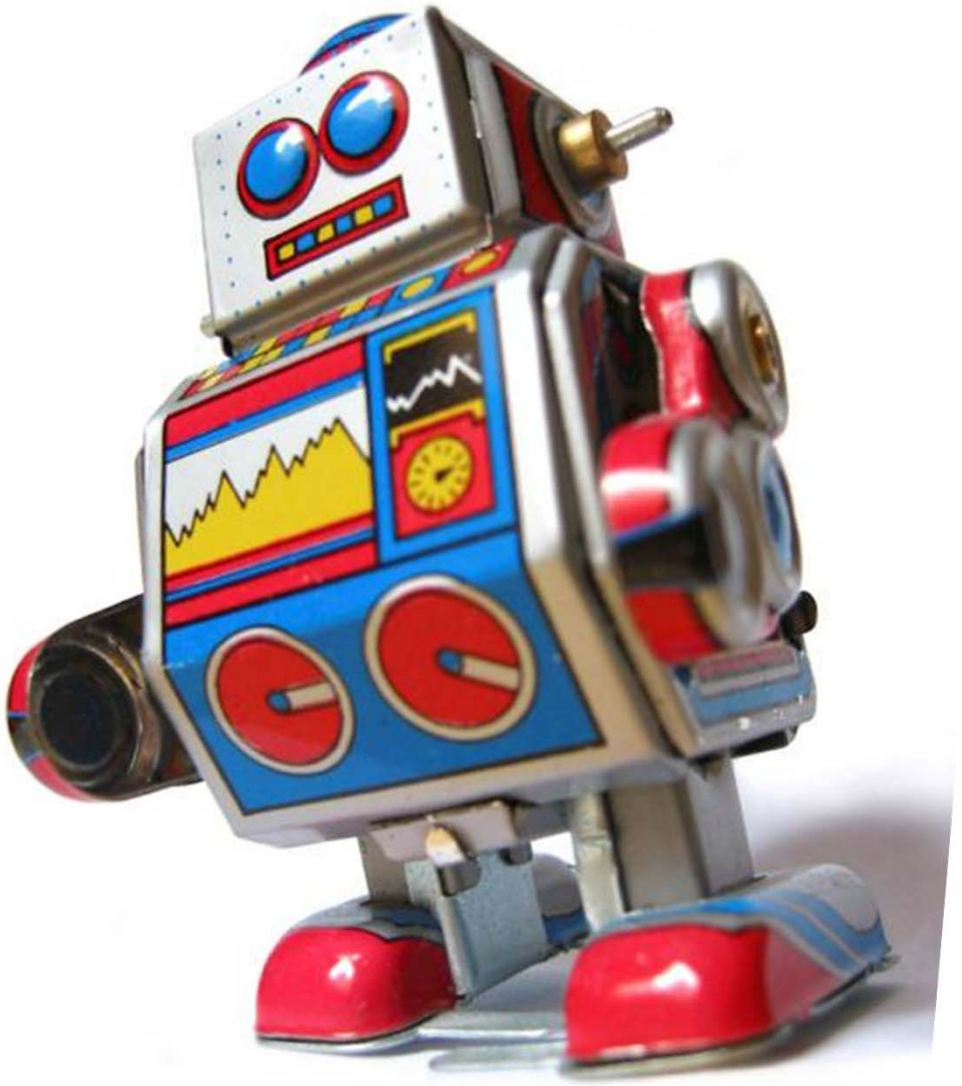


# Productivity Gains Can Have a Huge Impact

Even small increases in personal or staff productivity can have a huge impact on your services and bottom line.

# Is Technology The Answer?

We have more technology “toys” than we’ve ever had.  Are they helping?

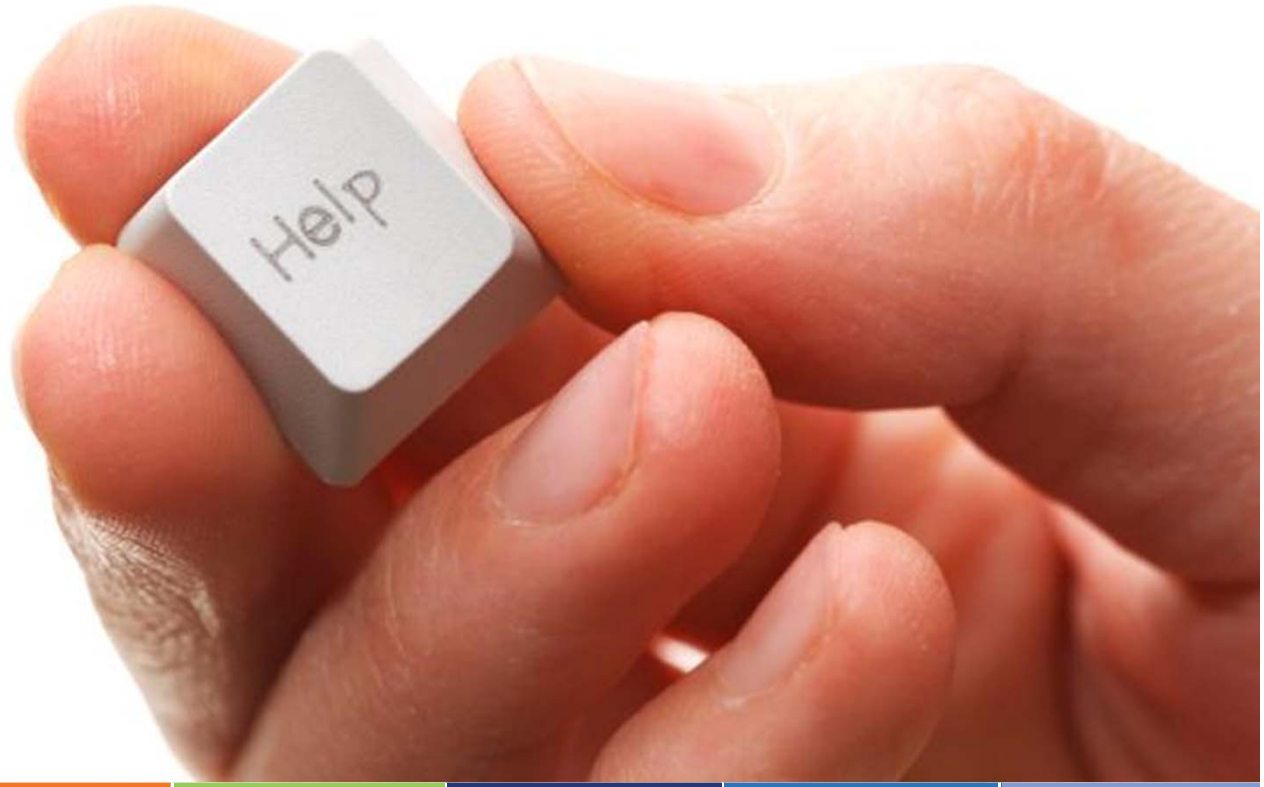


# More Communications Can Overwhelm

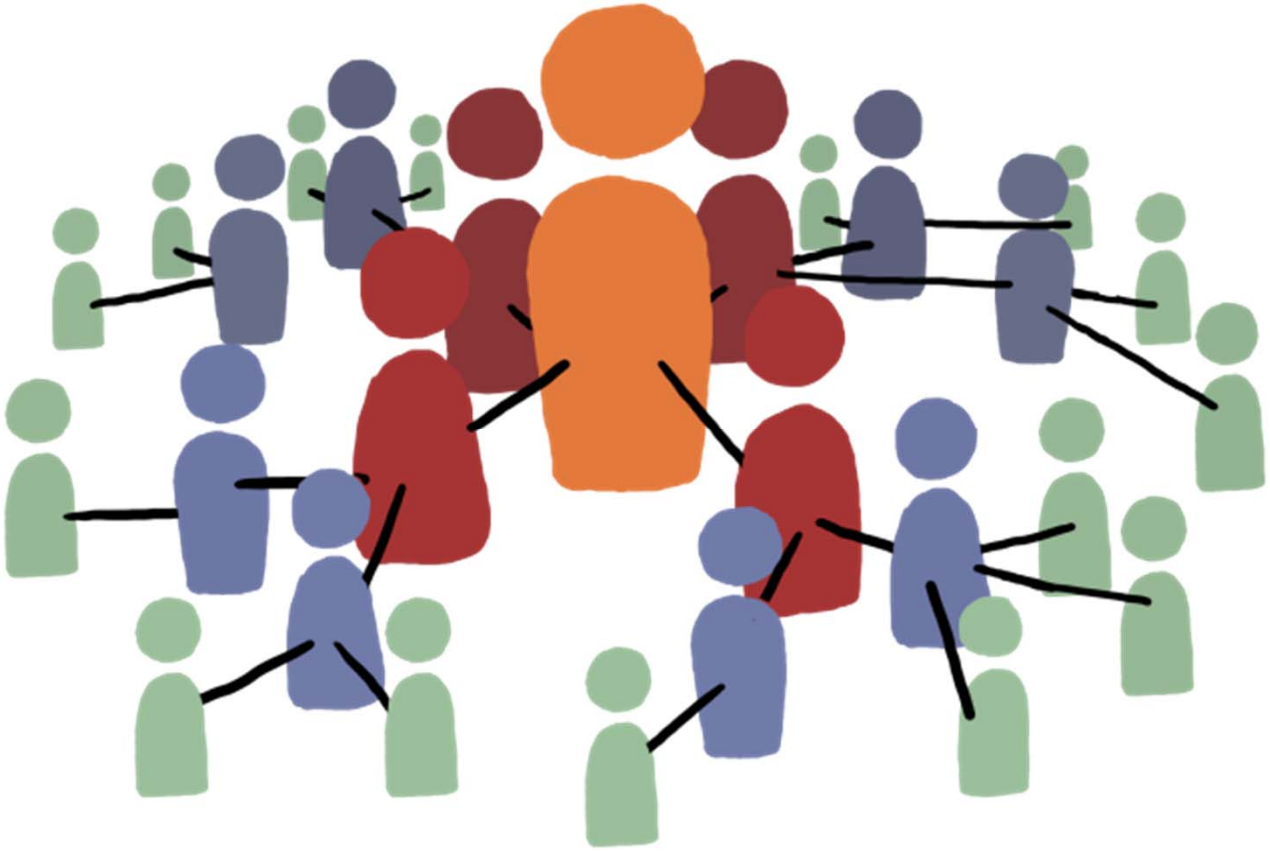
All the ways people can communicate can overwhelm and distract you…

# But Online and Mobile Tools Can Also Help

Used correctly, technology can help you to manage and prioritize the onslaught.



# Individually, and As An Organization



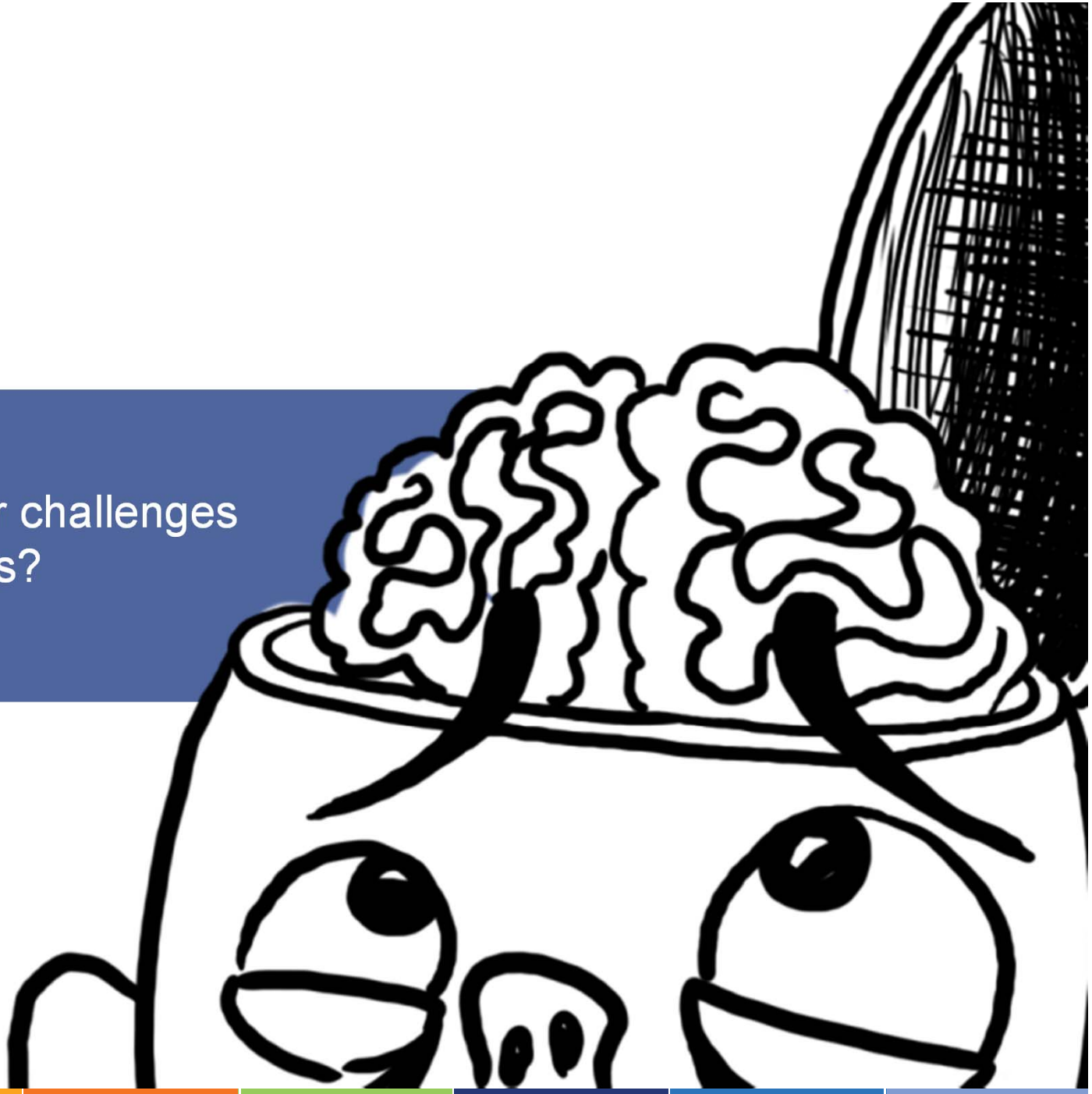
Technology tools can help you to boost both your productivity as an individual – and also help your organization as a whole.

# Let’s Start At the Individual Level

Small tweaks to your or your staff’s individual productivity can add up quickly to time savings.

# Brainstorm

What are our challenges as individuals?



# What Tools Can Help Individual Productivity?

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# Infrastructure Is a Key Priority

- Does your computer start up quickly?
- Can you access the internet and files reliably?
- Do you have the software you need?

If not, start there!

# Task Management and Prioritization

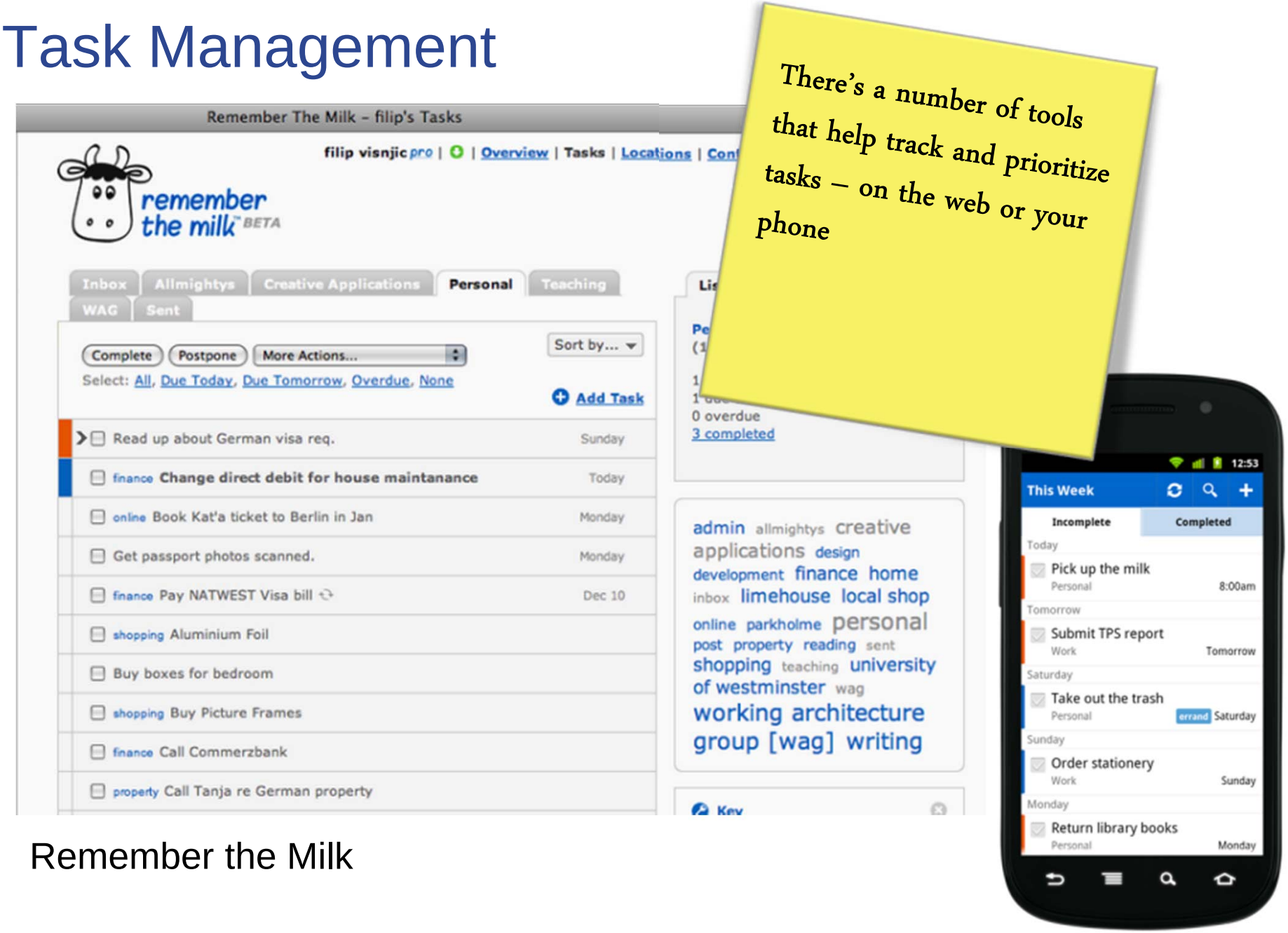
# Define an Email Management Plan

Do you really need to read every email as soon as it comes?

How will you know what you need to take action on?

Don’t let it overwhelm you!

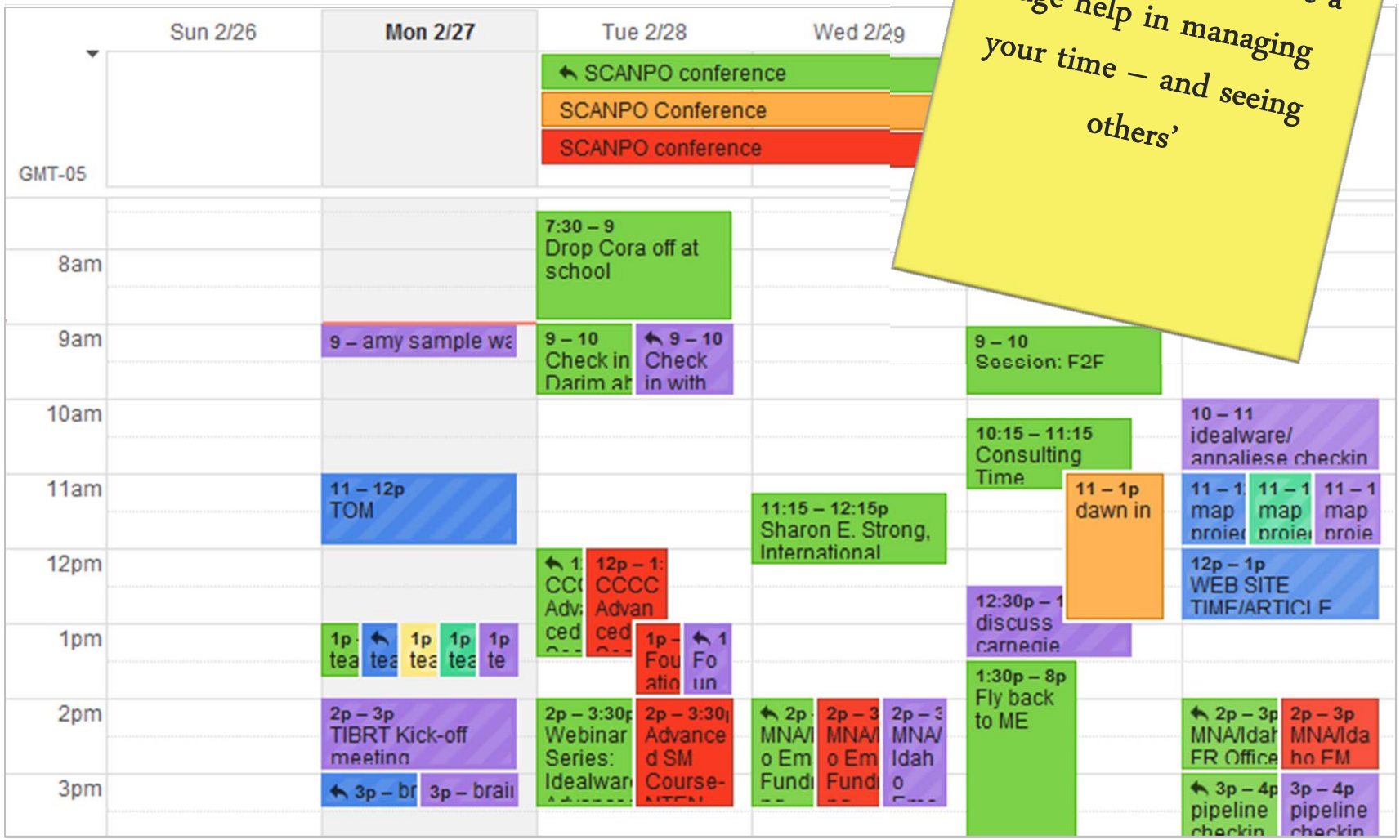
# Task Management




Remember the Milk

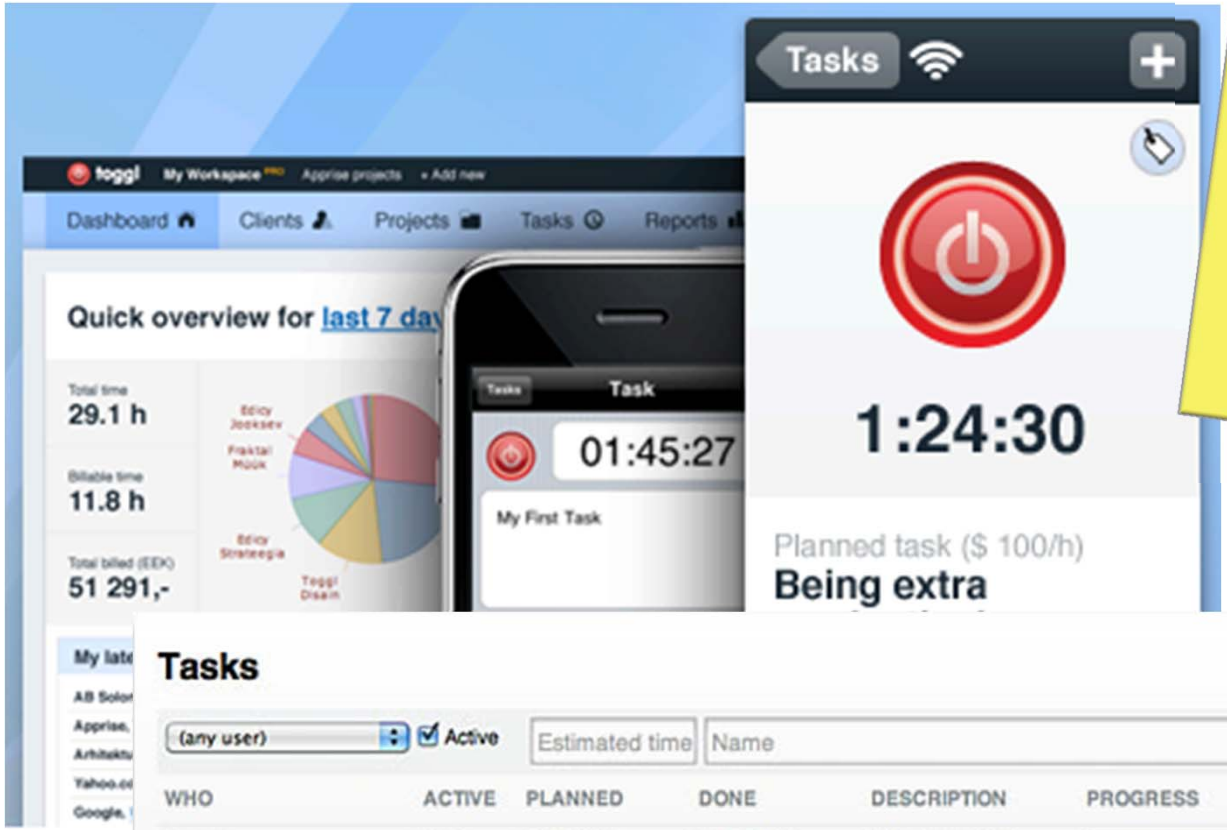
# Calendars

Google Calendar can be a huge help in managing your time – and seeing others'

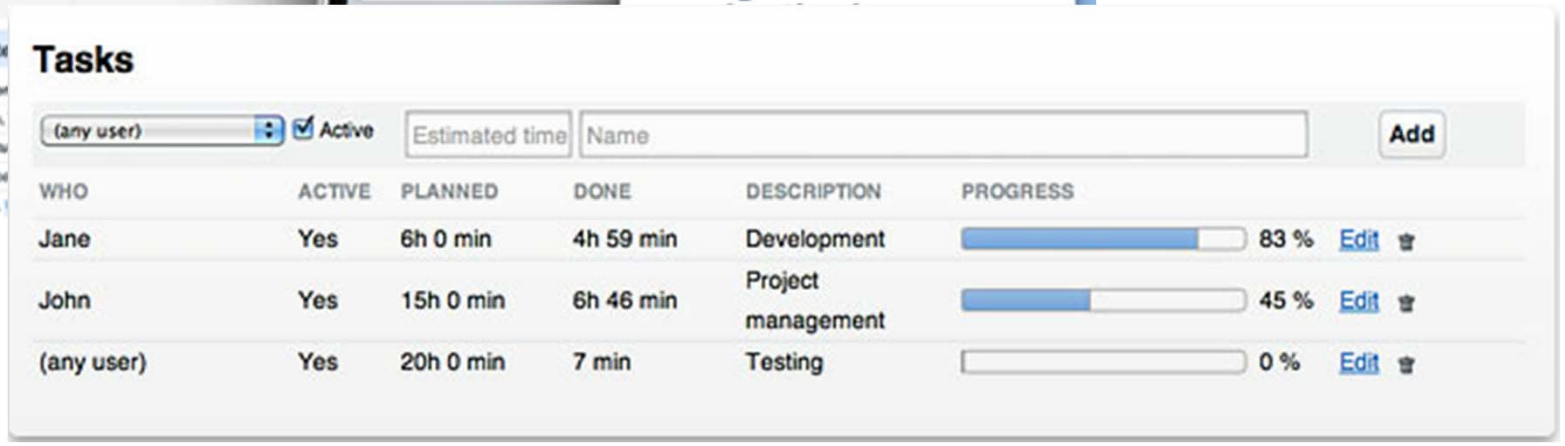



Google Calendar

# Time Tracking




Knowing how you spend your time can be enormously helpful

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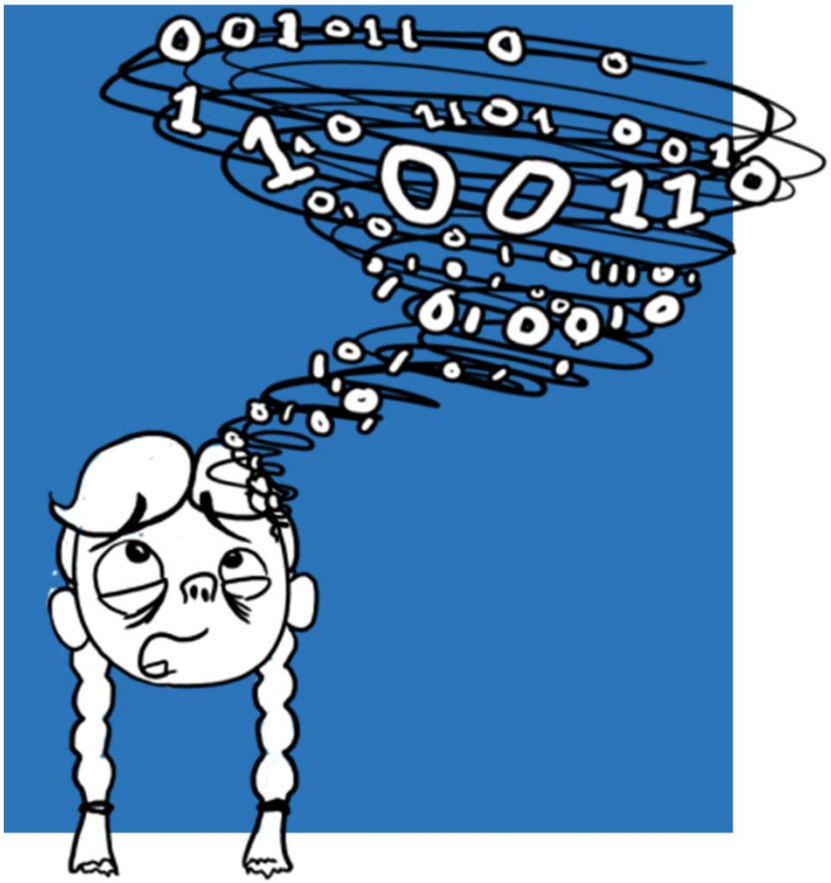
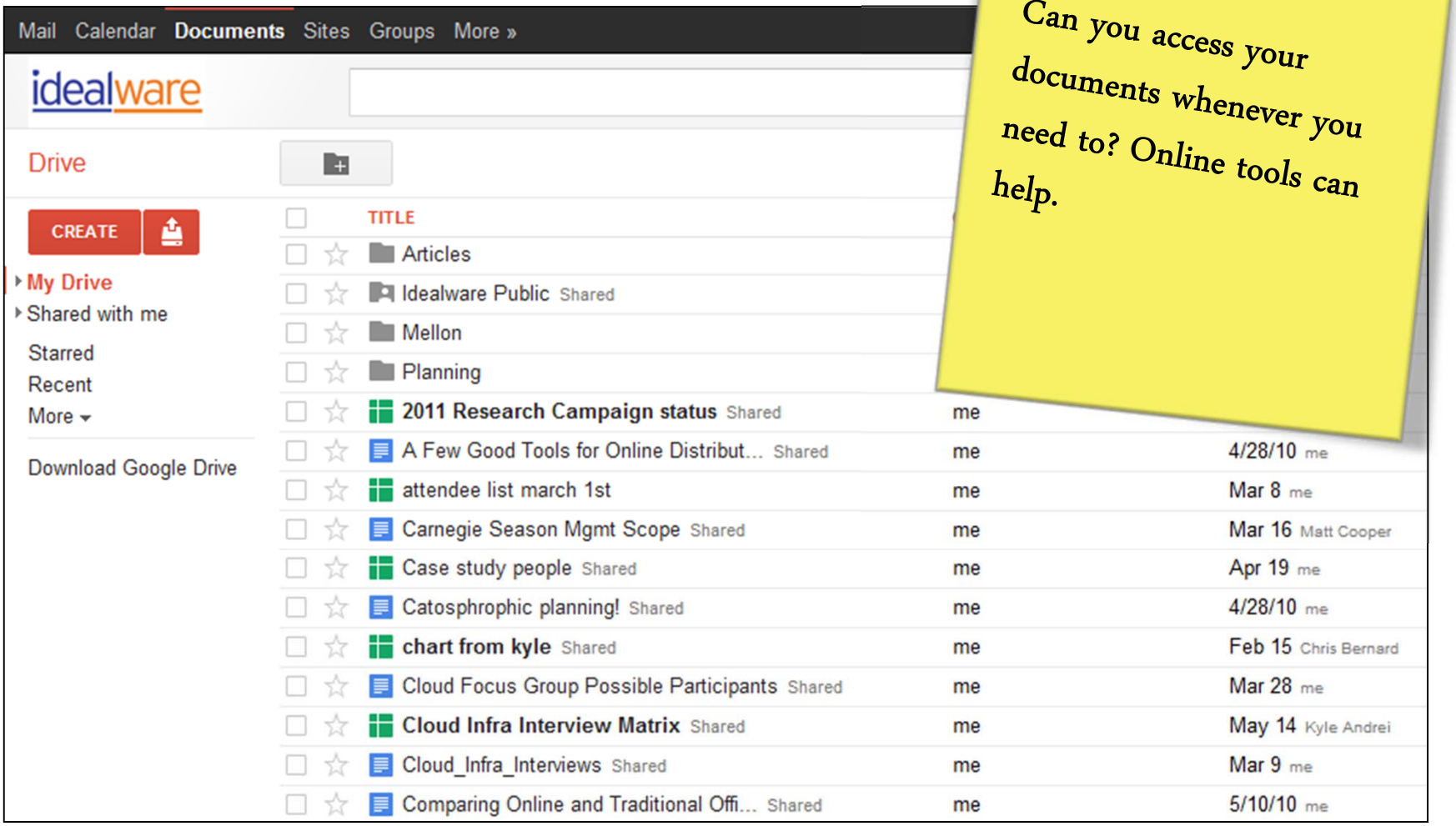


# Managing Information

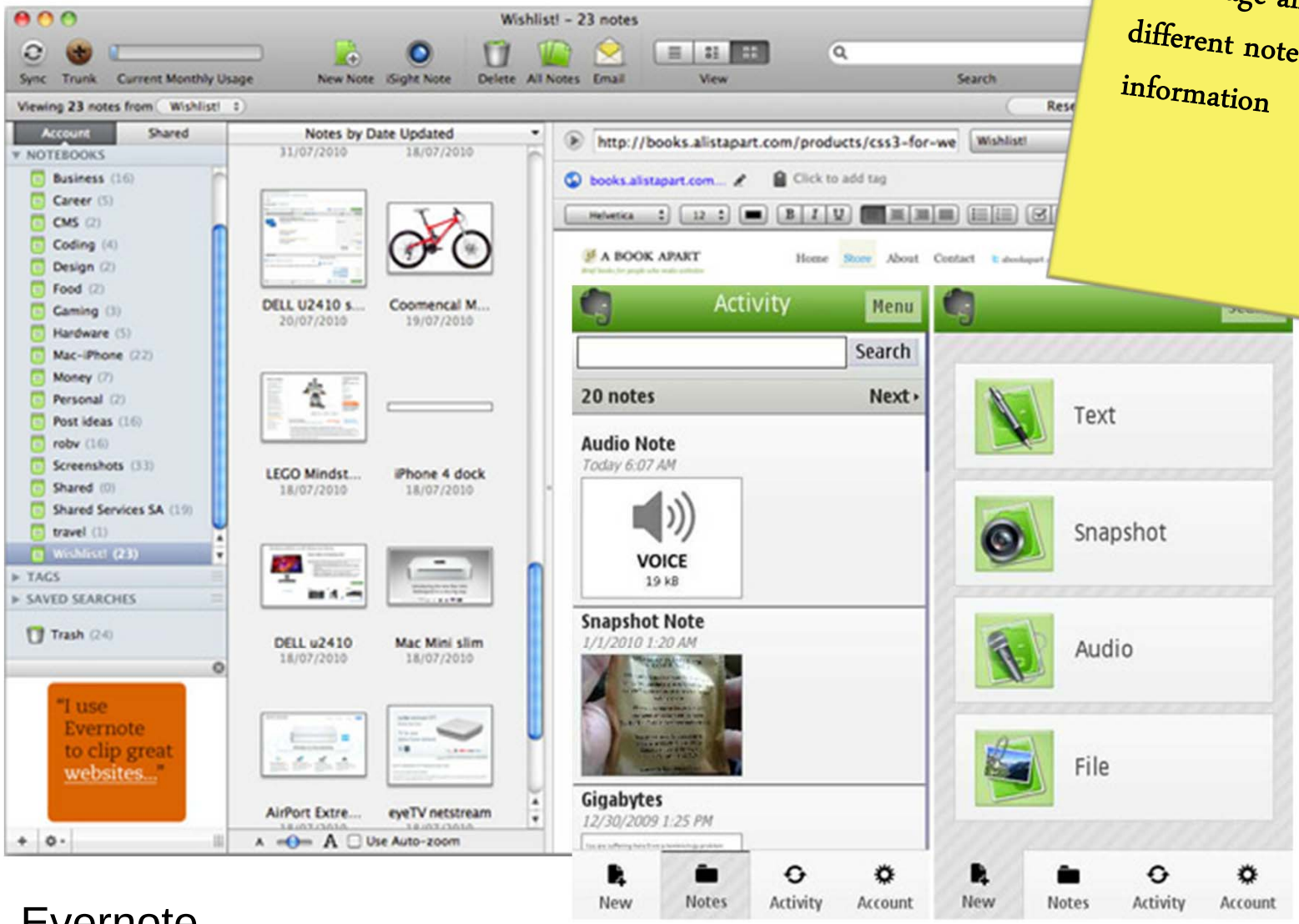
# Remote Access to Documents




Google Drive

# Track Notes and Resources

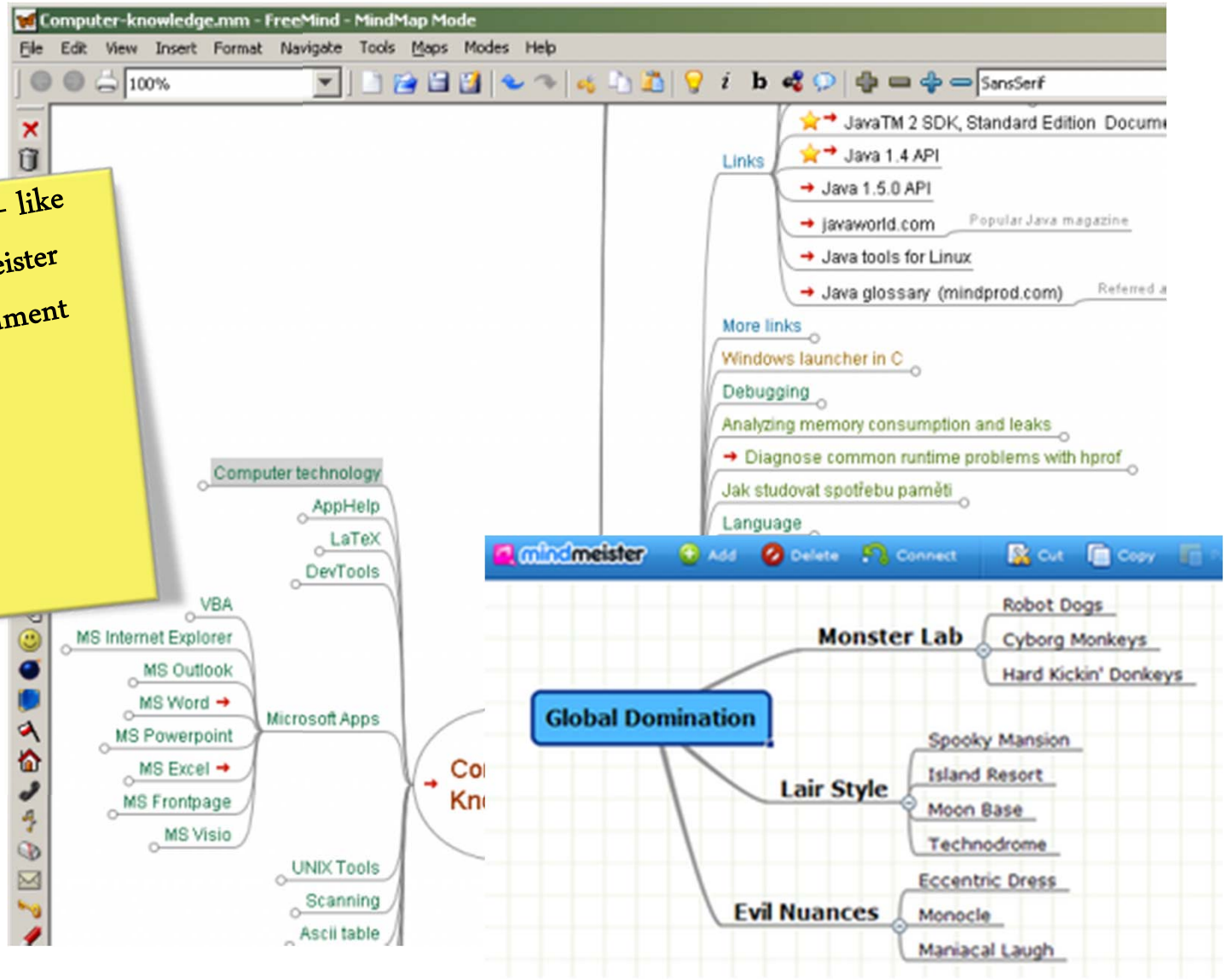
Evernote is a popular tool to manage all sorts of different notes and information



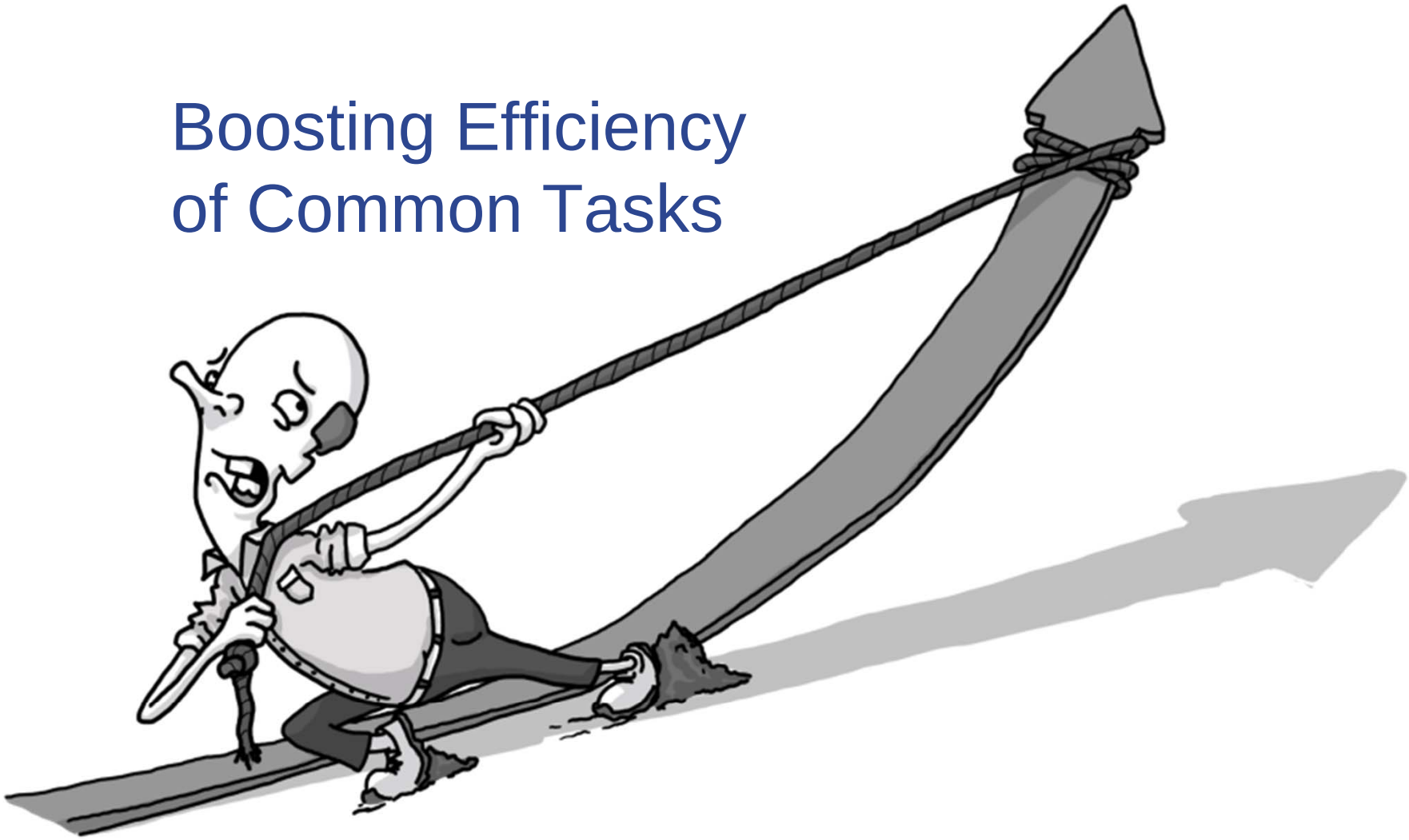

Evernote

# Mind Mapping

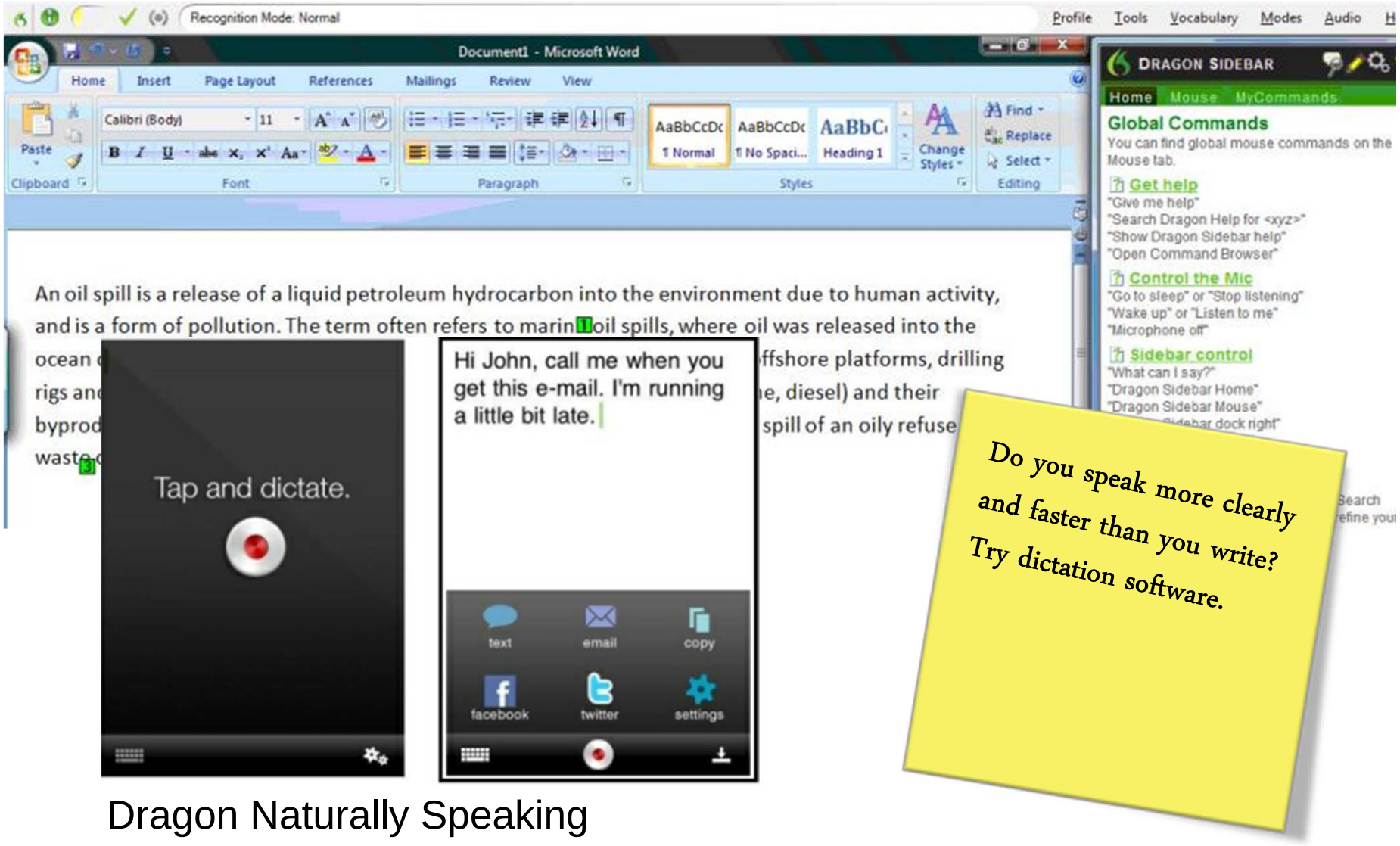
Mind mapping tools – like FreeMind or MindMeister – can help you document your brainstorms



# Boosting Efficiency of Common Tasks



# Dictation




Dragon Naturally Speaking

# Meeting Scheduling

MeetingWizard or Doodle can poll your meeting participants to find a time that works for everyone

Meeting★Wizard
online scheduling solutions

Home | Logout | About MW | FAQ | Resources | Contact Us

Current Users » | New Meeting | View Meetings | Express | My Options

You have already confirmed this event.

**Participant Responses**

| Participants | Individual Options | Wed May 19, 10 11:00 AM | Thu May 20, 10 11:00 AM | Tue May 25, 10 1:00 PM | Wed May 26, 10 11:00 AM CONFIRMED | Thu May 27, 10 1:00 PM |
|---|---|---|---|---|---|---|
| andrea@idealware.org | view | available | available | available | available | available |
| esmith@easterseals.com | view | available | unavailable | available | available | unavailable |
| gunner@aspirationtech.org | view | unavailable | available | available | available | available |
| mstein63@gmail.com | view | available | unavailable | unavailable | available | unavailable |
| | Total Available: | 3 | 2 | 3 | 4 | 2 |

MeetingWizard

# Receipt Management

Mint

# Let’s Discuss

Pick a challenge to individual productivity, and brainstorm ways technology tools could help.

# What About Organizational Productivity?

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# Brainstorm

What are our productivity challenges as organizations?

# What Tools Can Help Organizational Productivity?

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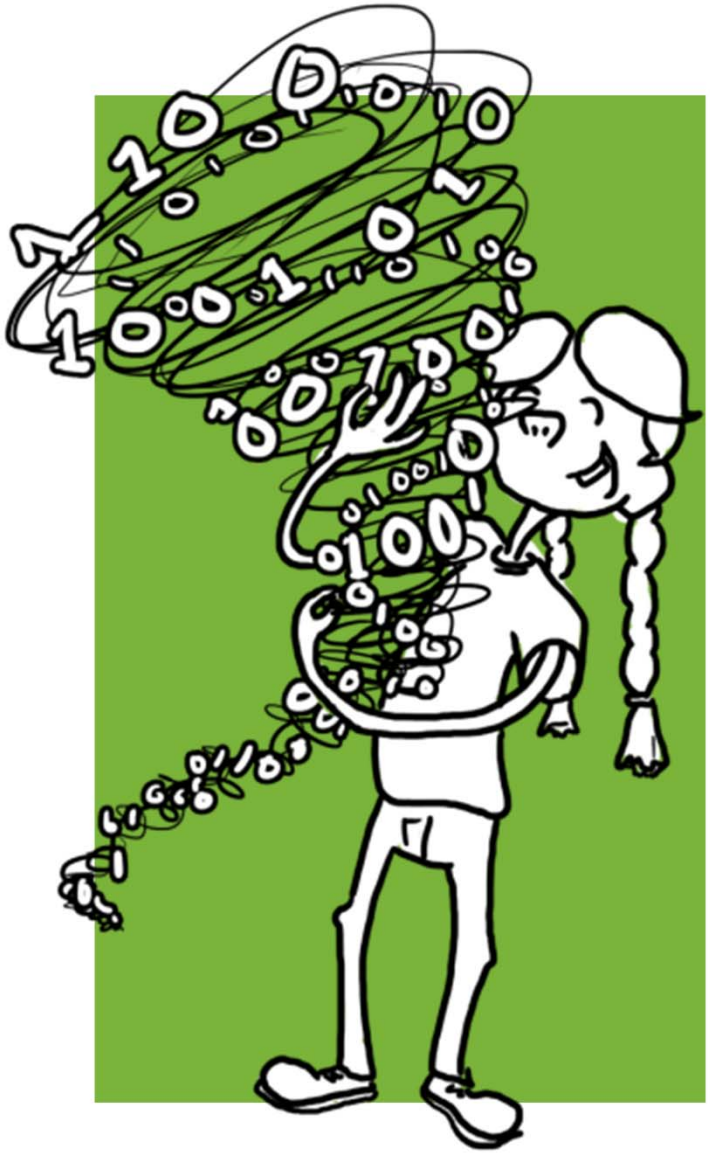
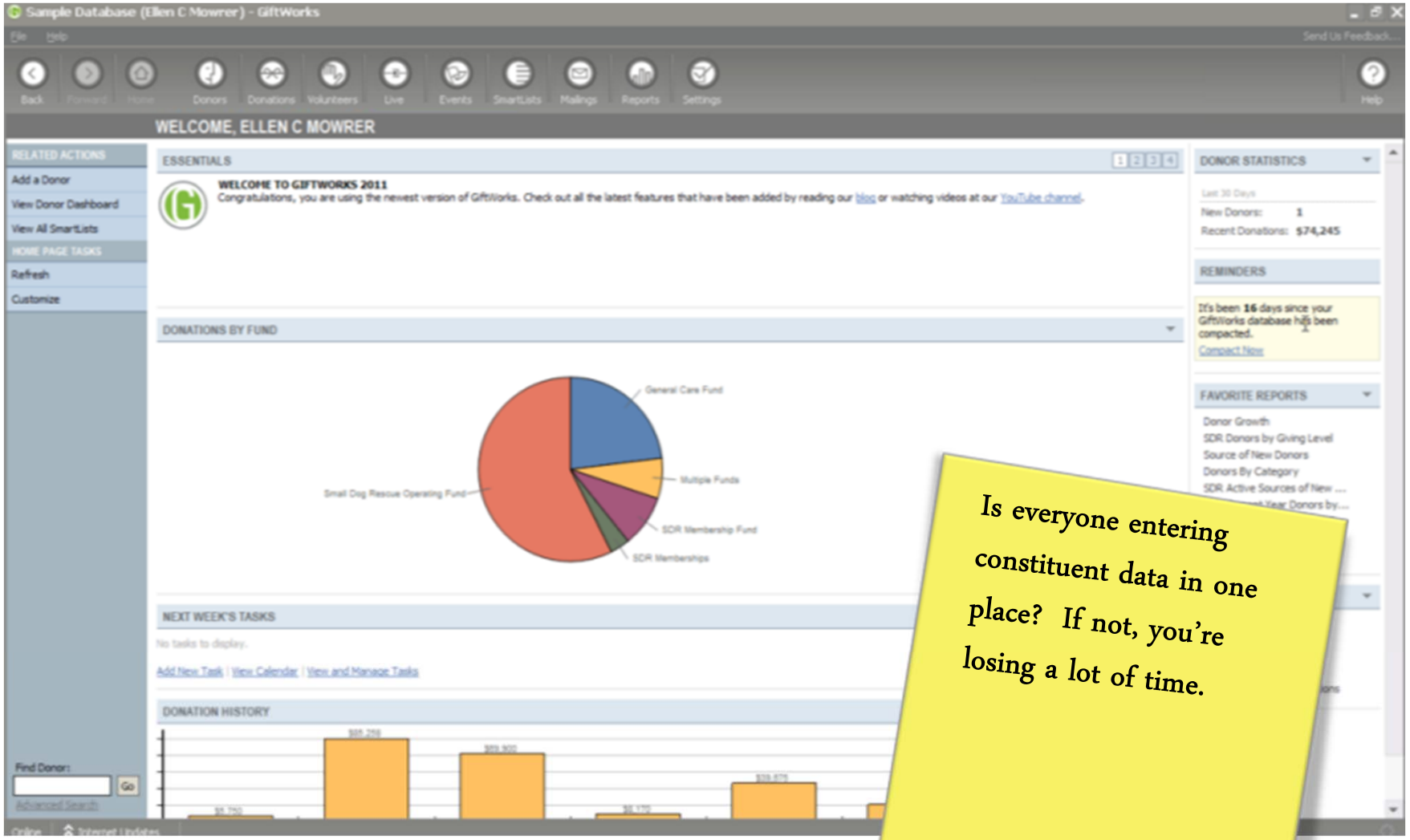


# Shared Information

# Shared Databases



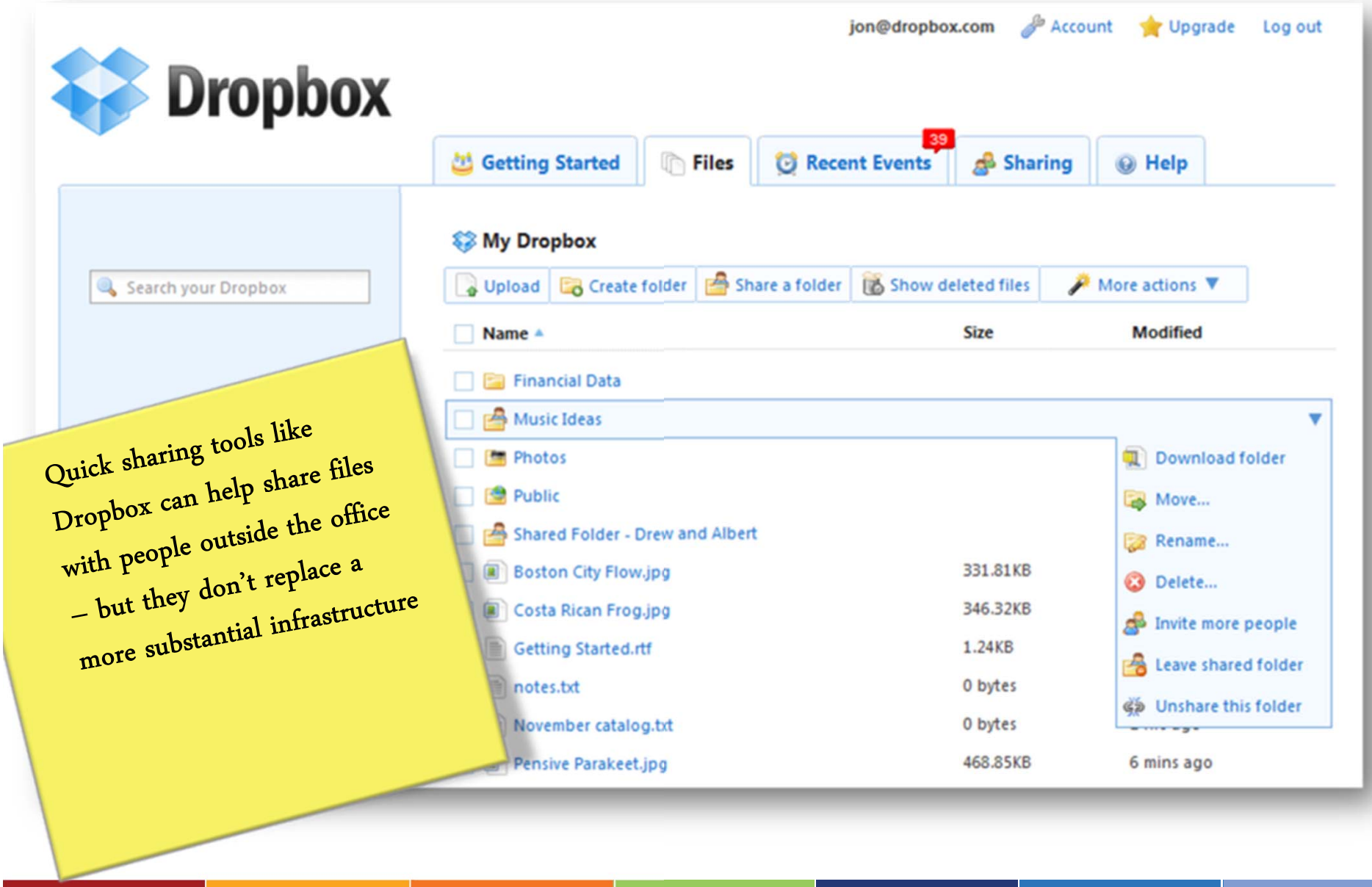

Giftworks

# File Sharing Infrastructure

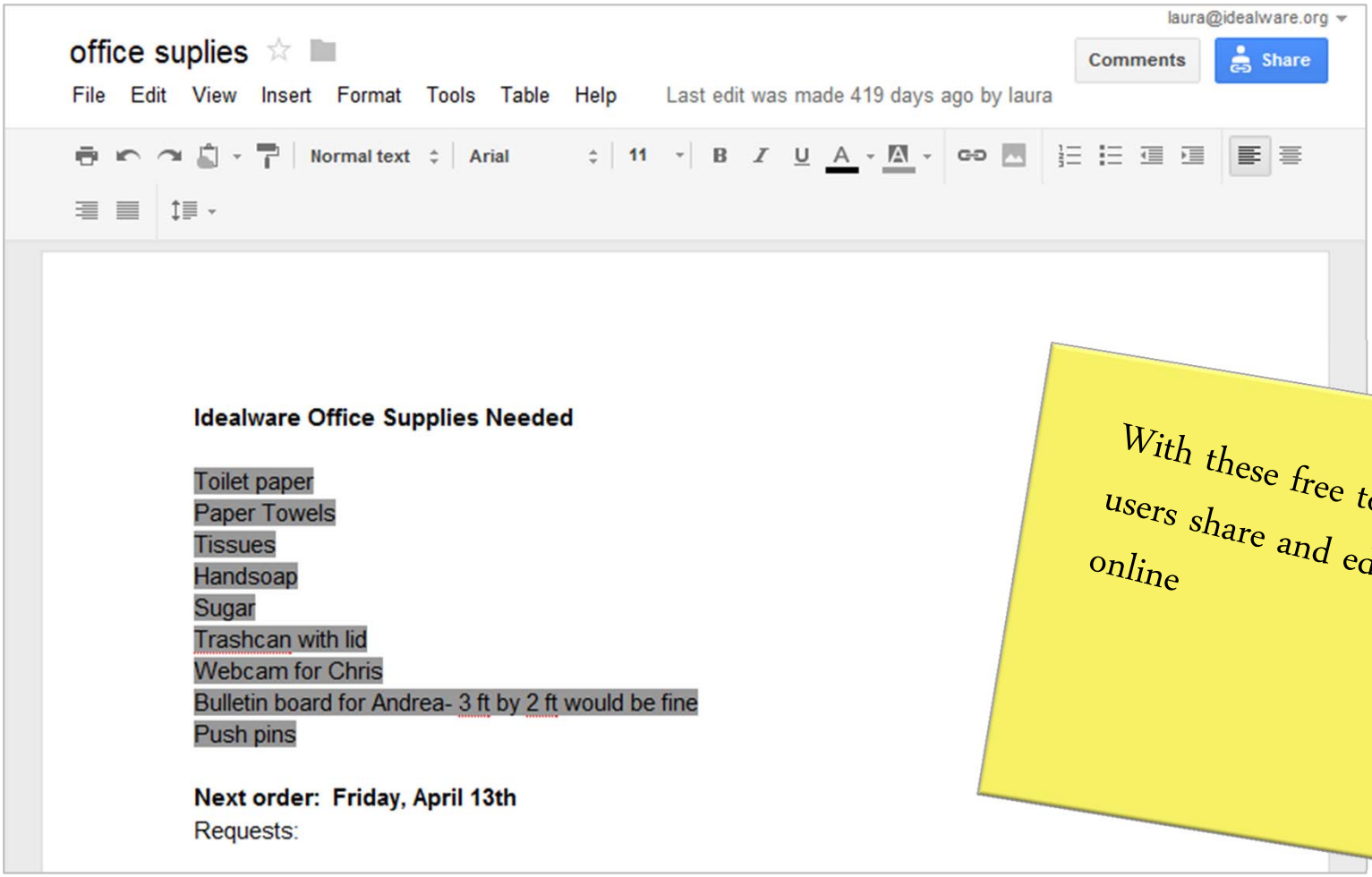
What are you using to ensure that all staff can see your shared electronic files?

A file server?  File storage in the cloud?

# Quick File Sharing



# Document Collaboration

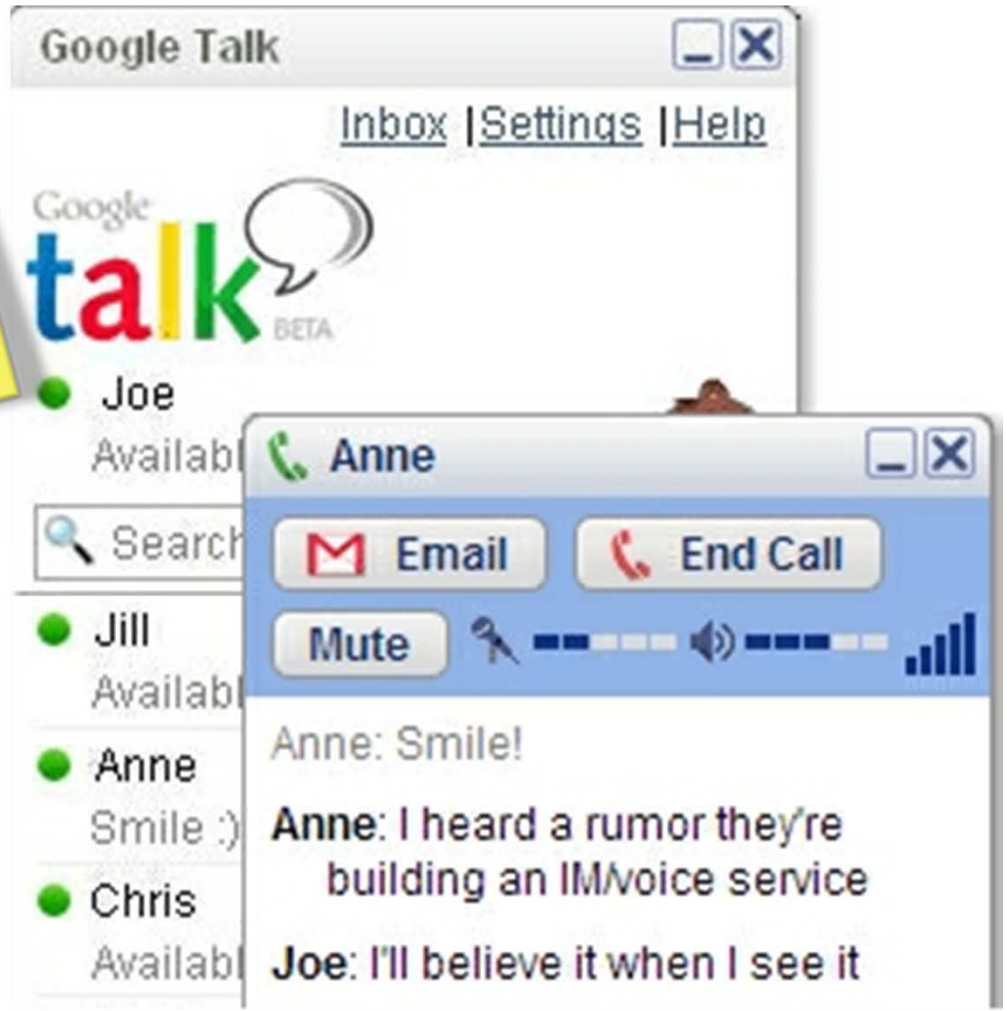



Google Docs

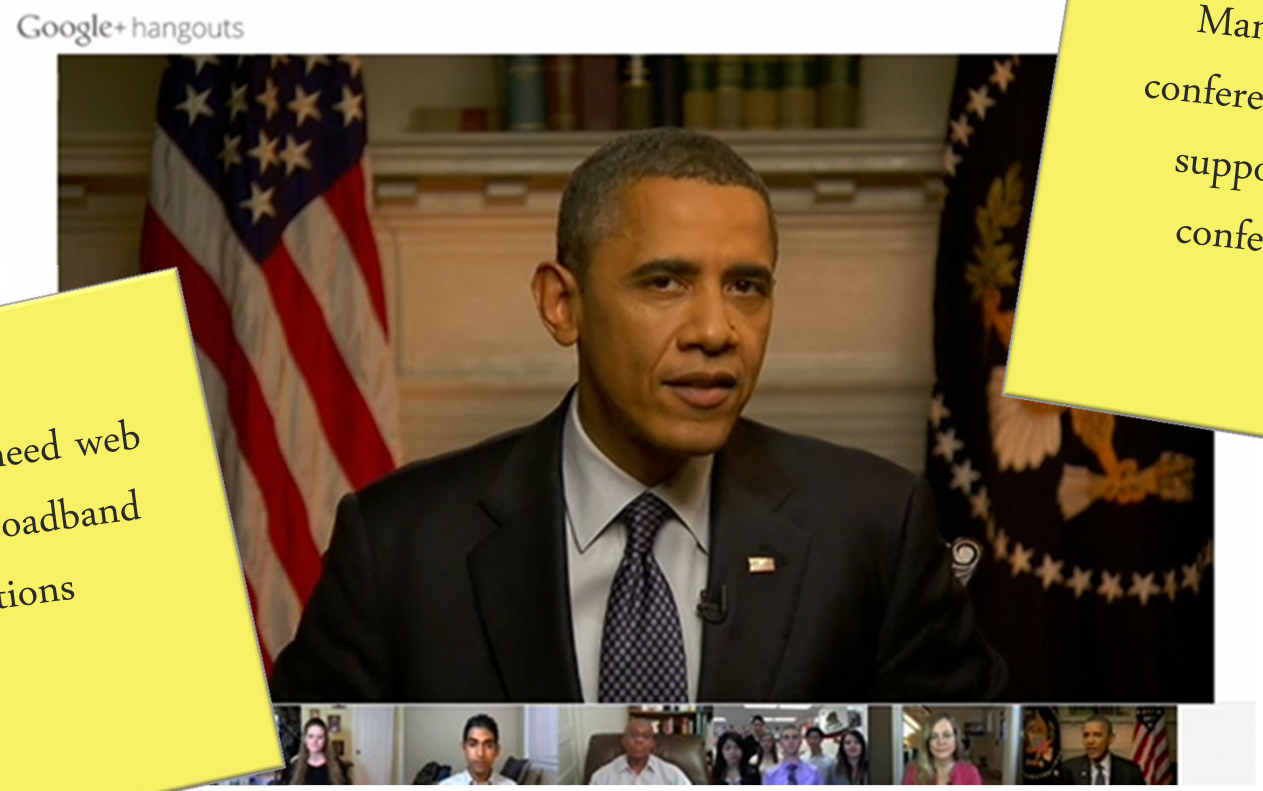
# Discussion Tools

# Chat

Chat can be a surprisingly effective way to communicate in an office environment



# Video Conferencing

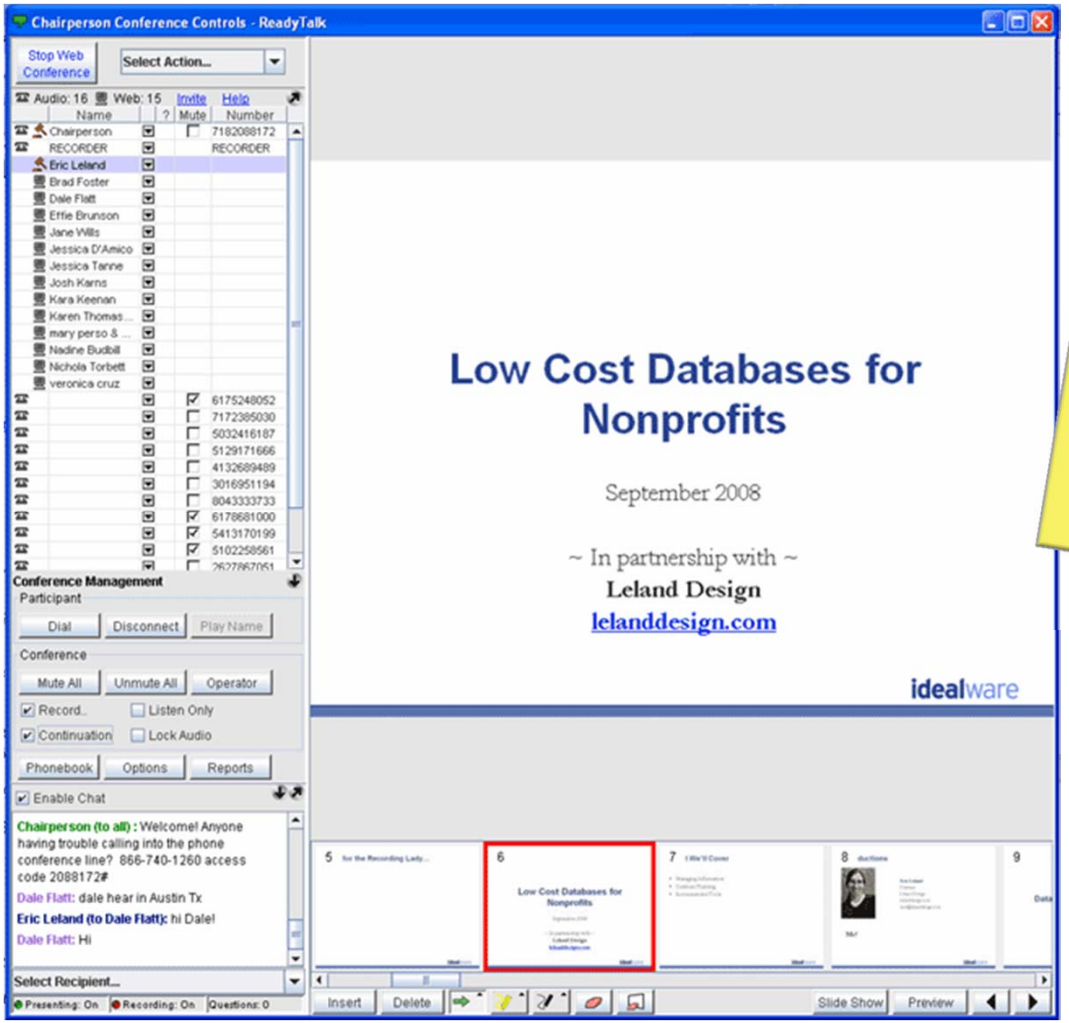



Many online conferencing tools support video conferencing

Participants need web cams and broadband connections

Consider Skype or Google+ Hangouts

# Online Conferencing

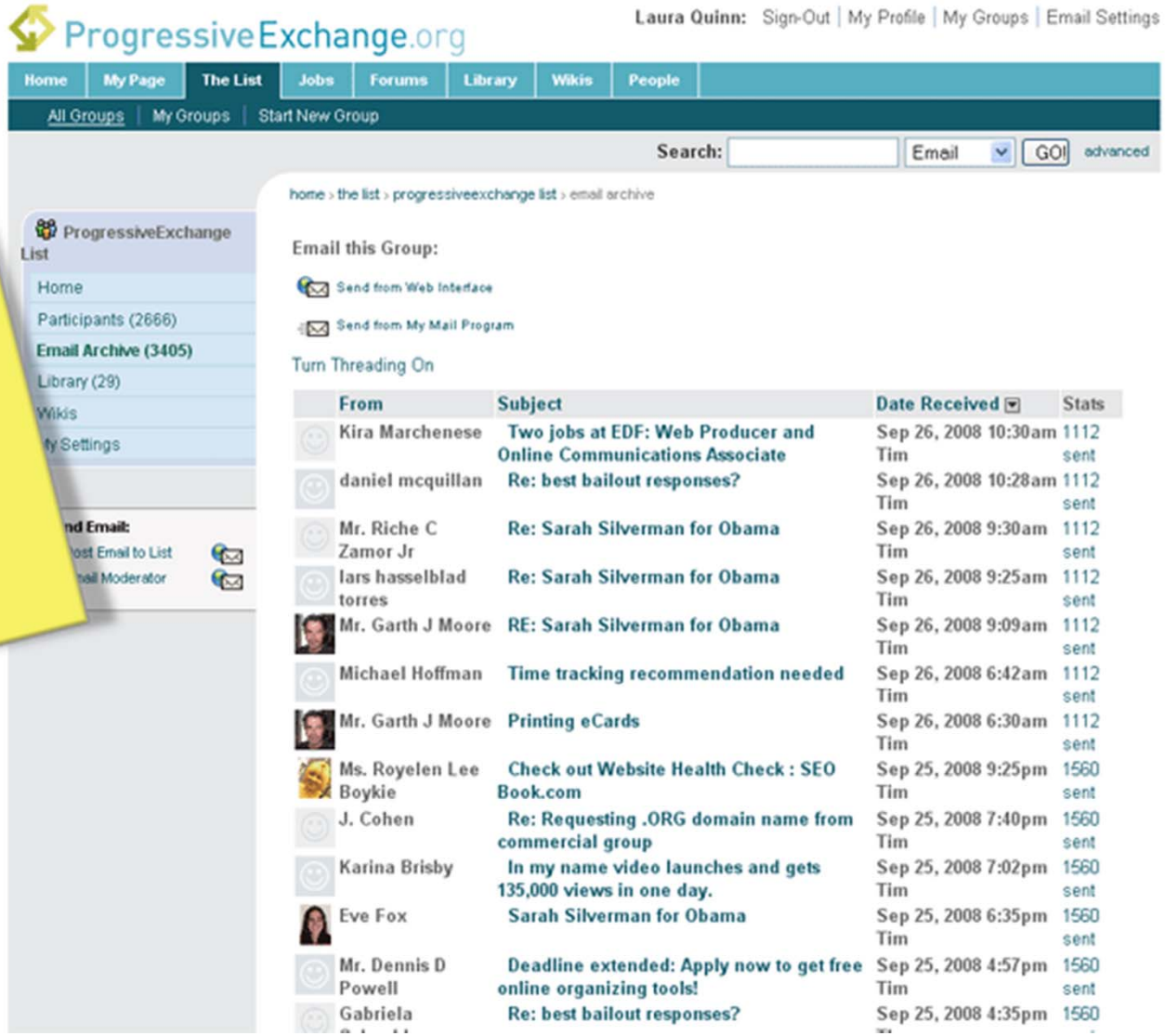



This is great for sharing slides, documents, videos, and screen sharing

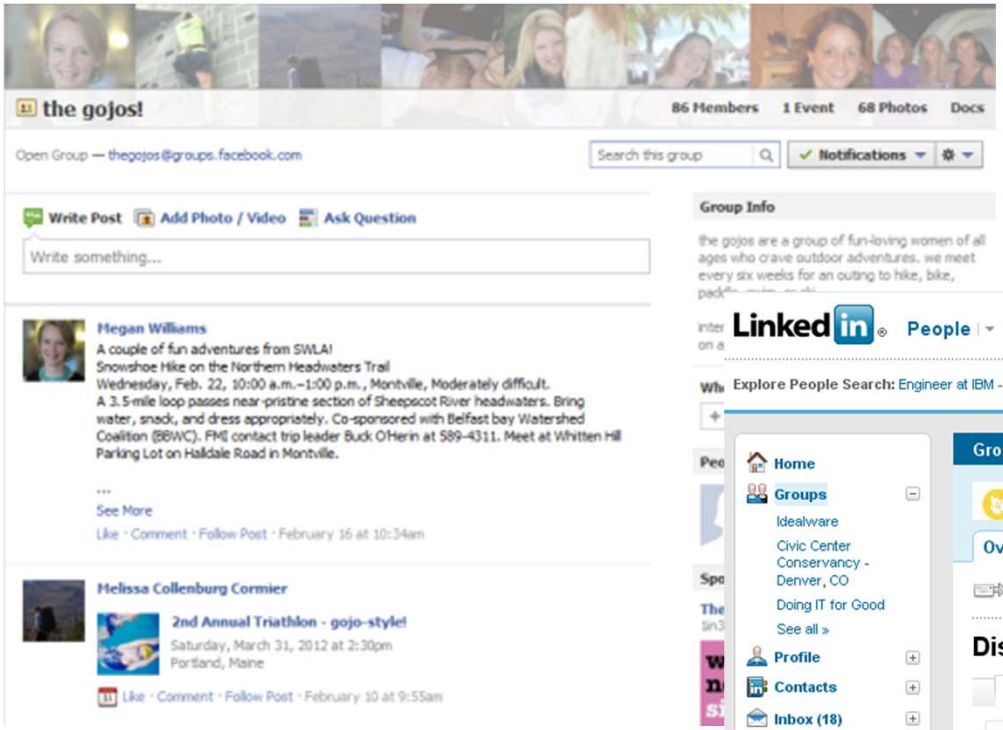
Yugma, ReadyTalk, GoToMeeting, WebEx, and Adobe Connect all offer online conferencing

# Email Discussion Lists

Email is still a useful option, particularly for less tech-savvy staff members

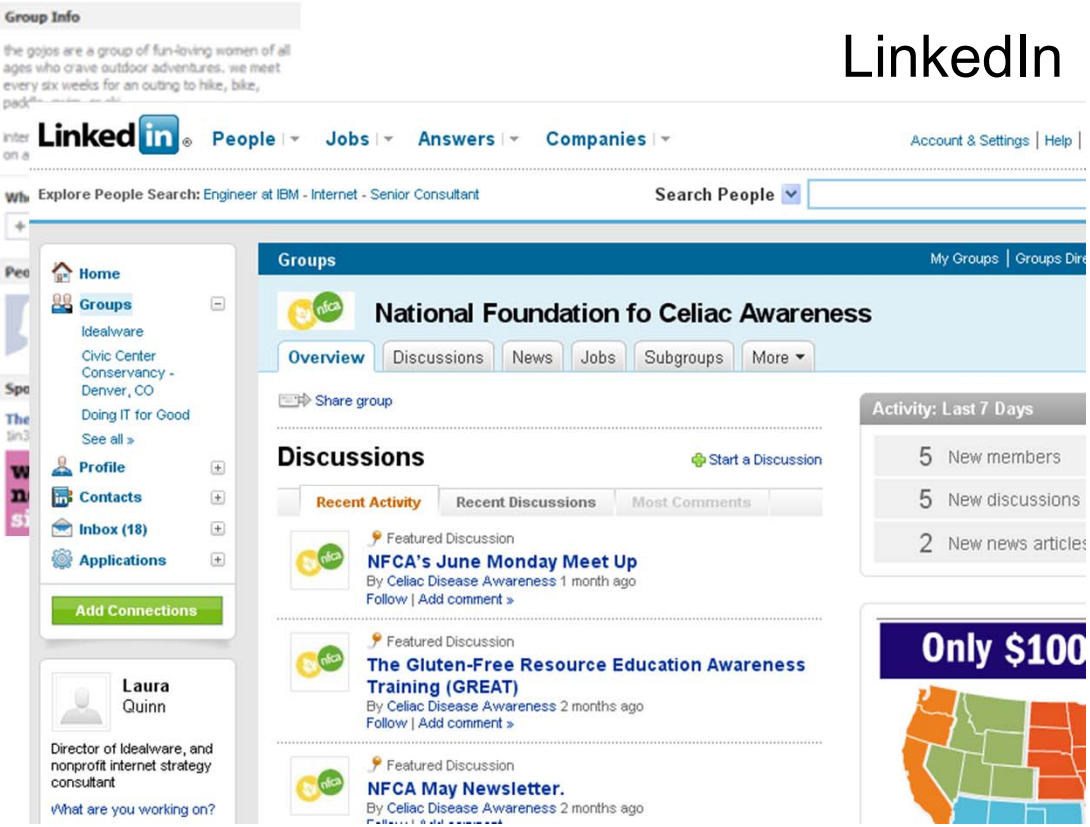


# Social Media Groups

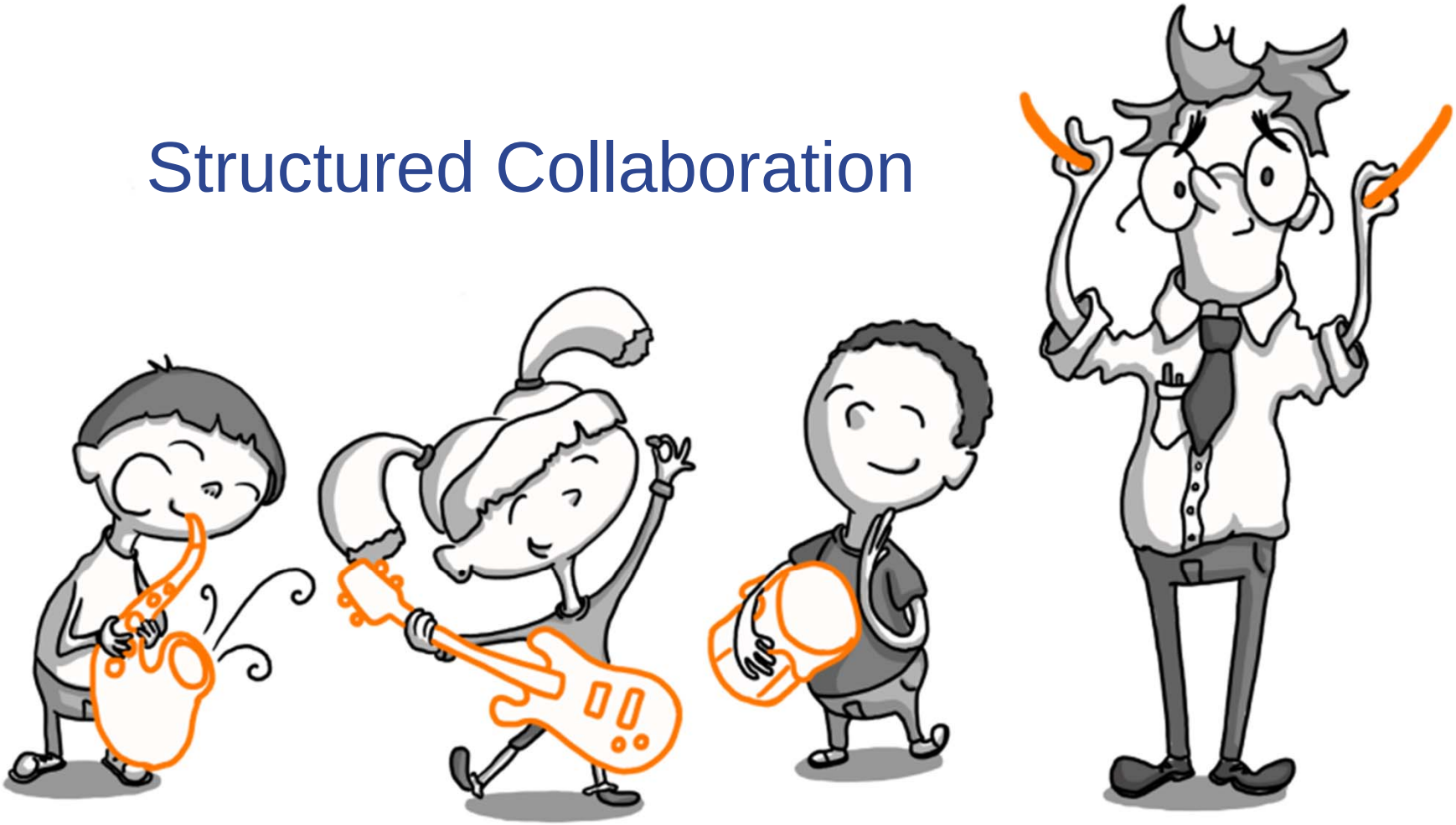



Facebook

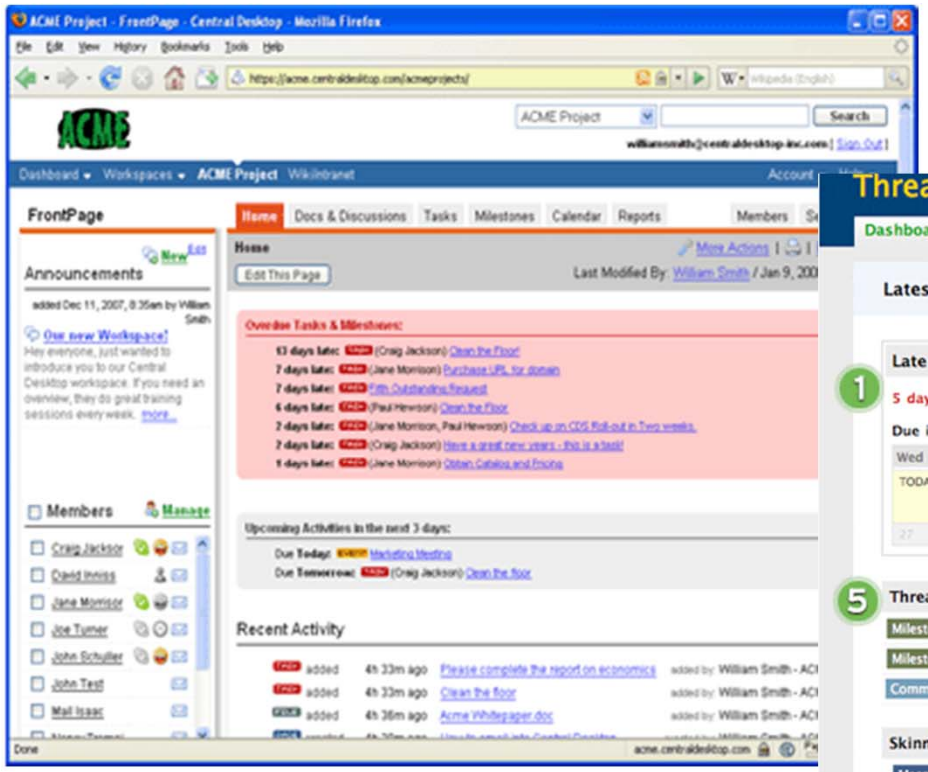
LinkedIn



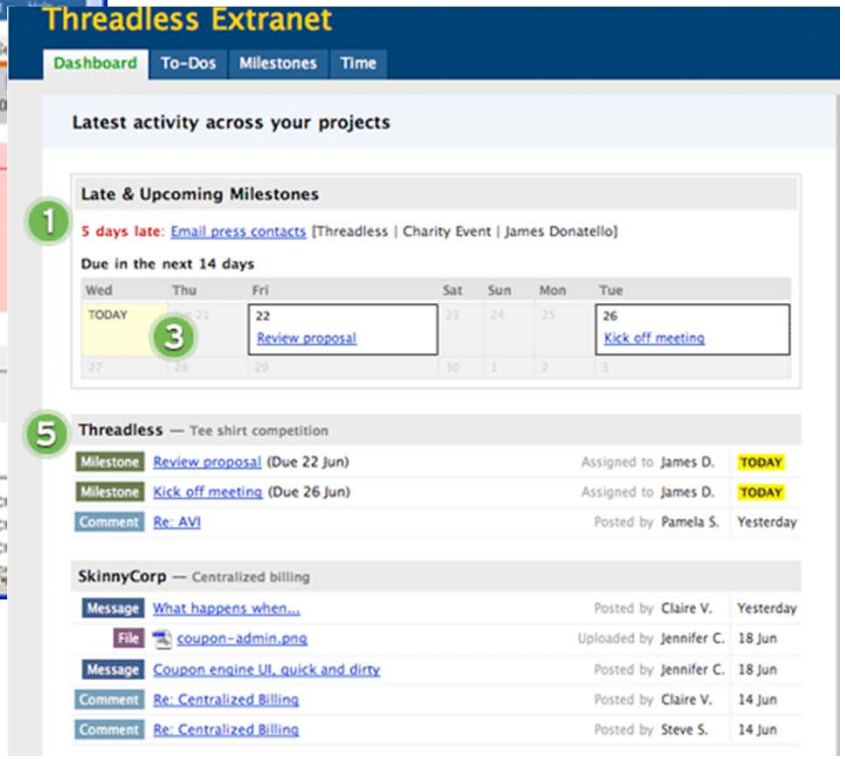
# Structured Collaboration



# Online Project Management Tools

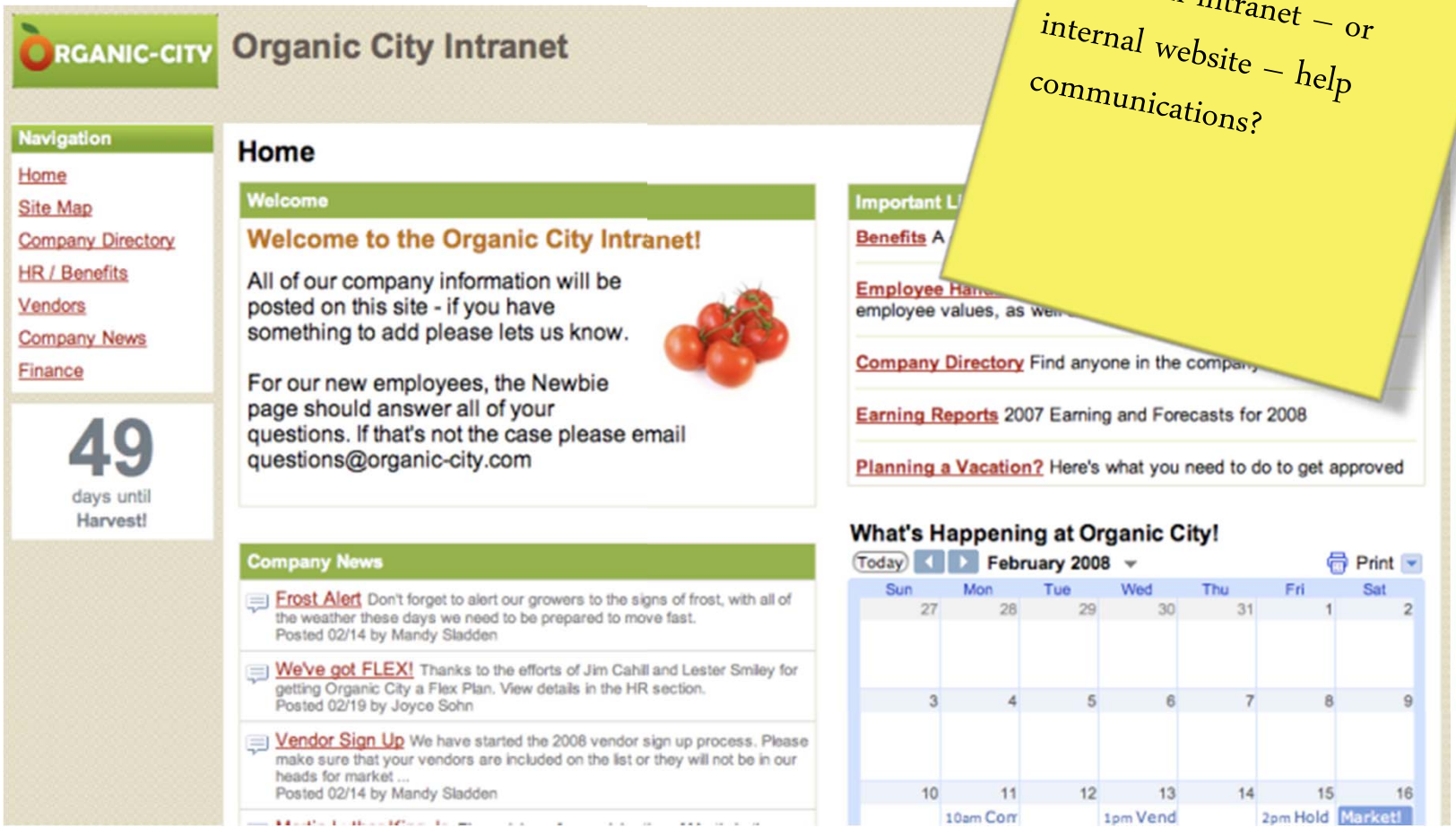



Basecamp




Central Desktop

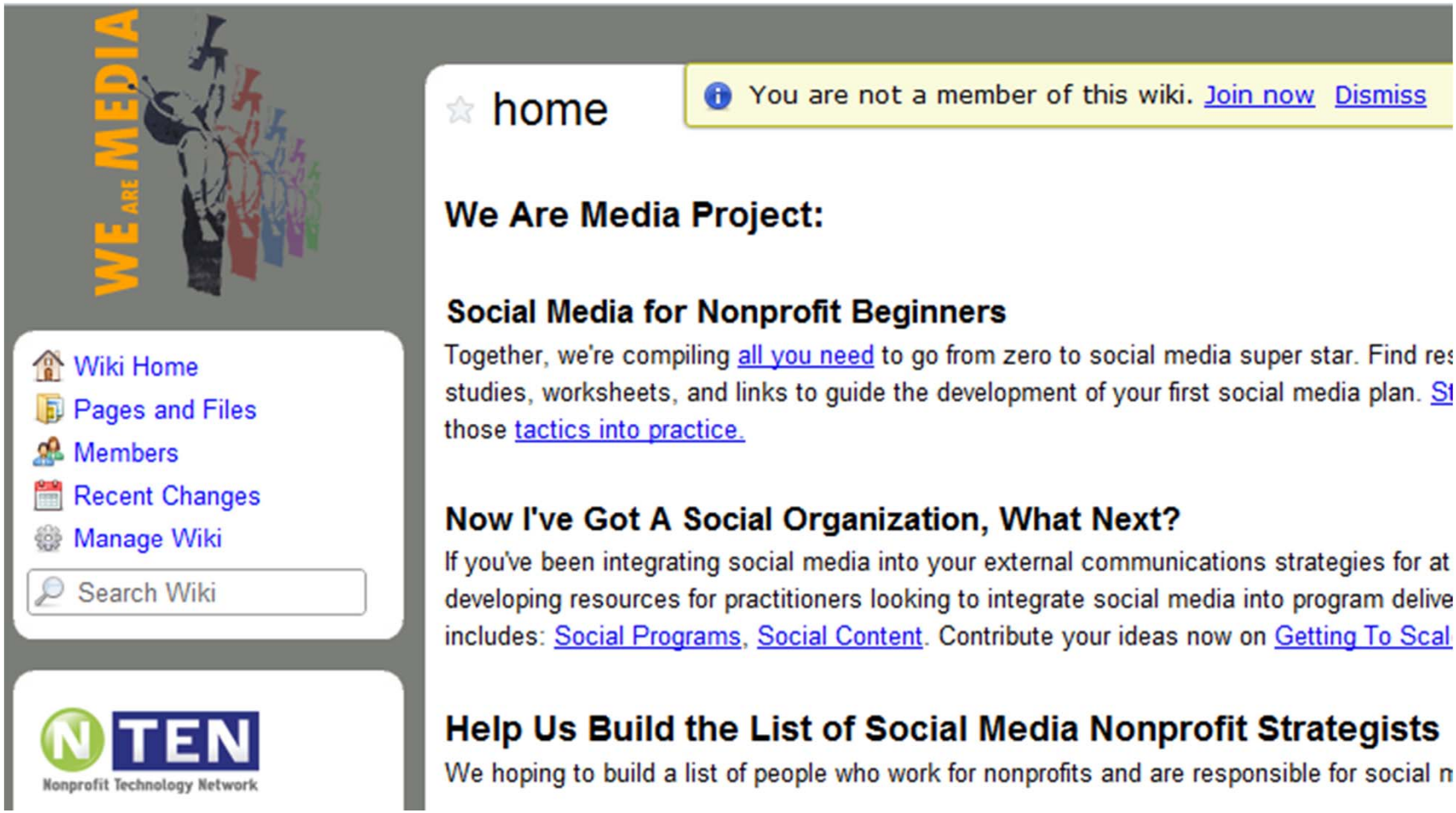
# Internal Websites




Would an intranet – or internal website – help communications?

Google Sites

# Wiki




Tools for creating wikis include WikiSpaces, Confluence, and MediaWiki

# Let’s Discuss

Pick a challenge to ORGANIZATIONAL productivity, and brainstorm ways to help with technology tools

# Putting These Tools Into Practice

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# Think About Them As an Investment

How much additional time would you have per year if everyone saved 10 minutes per day?

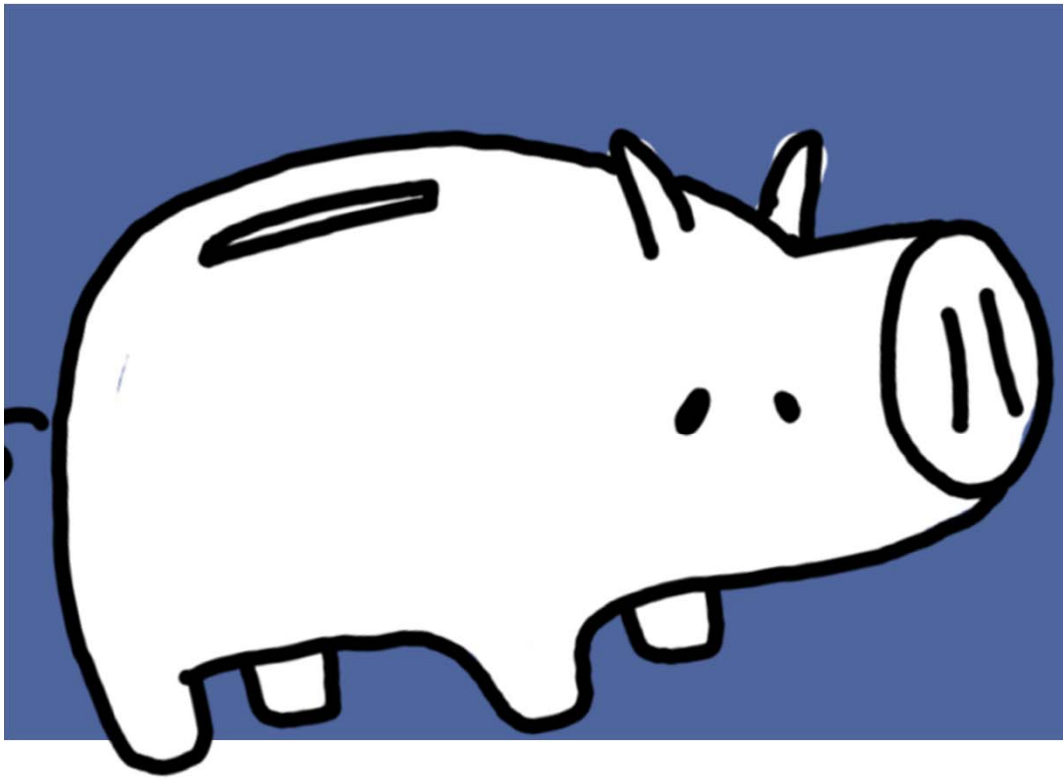
10 Staff Members x
10 minutes x
250 days/year

=

460 hours per year

Or 10 WEEKS full time

# But Also Consider The Costs



It will cost more than the price of the tool.

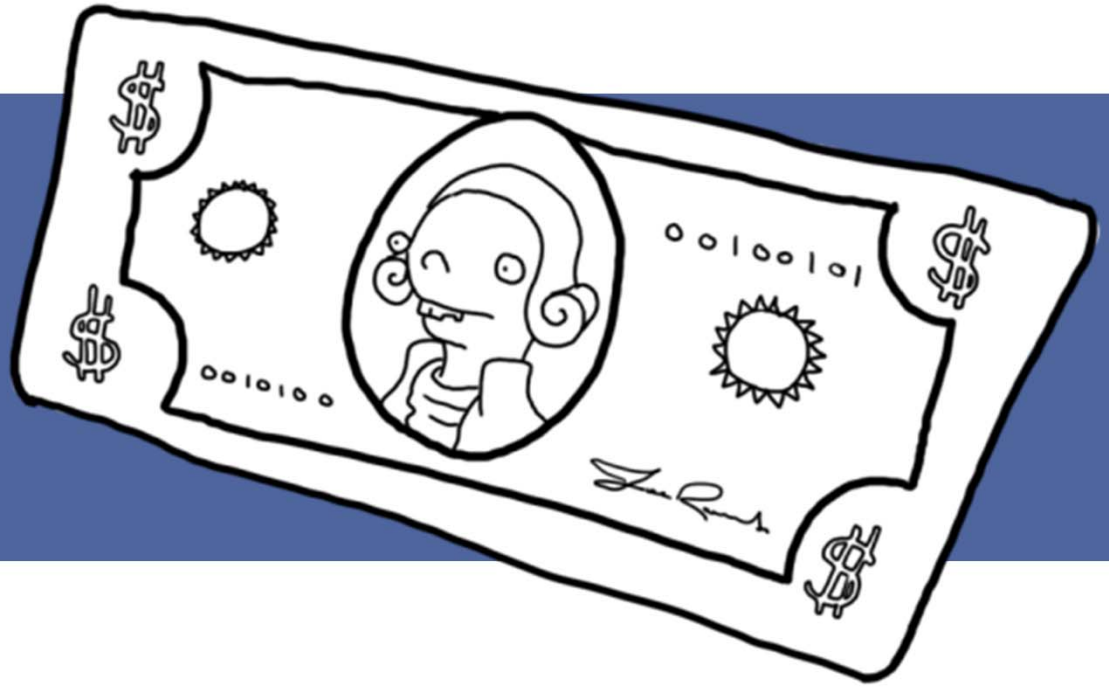
Remember to think about time to test tools, make decisions, and to convince your organization

# Give Yourself Some Time to Experiment

It’s hard to know what will work best without playing with the tools yourself

# Software Cost Isn’t Likely to Be a Barrier

Many collaboration software - even quite powerful ones – are free or under $20



# Consider Ease of Set-Up and Use

Some of the tools are easy and intuitive, some not so much

Remember that setting up a system and process for using it can be a considerable effort

# How Do You Help People Change?

You'll likely need to appeal to both the head and the heart.  For the head, help people understand how the productivity gains could help you be more efficient

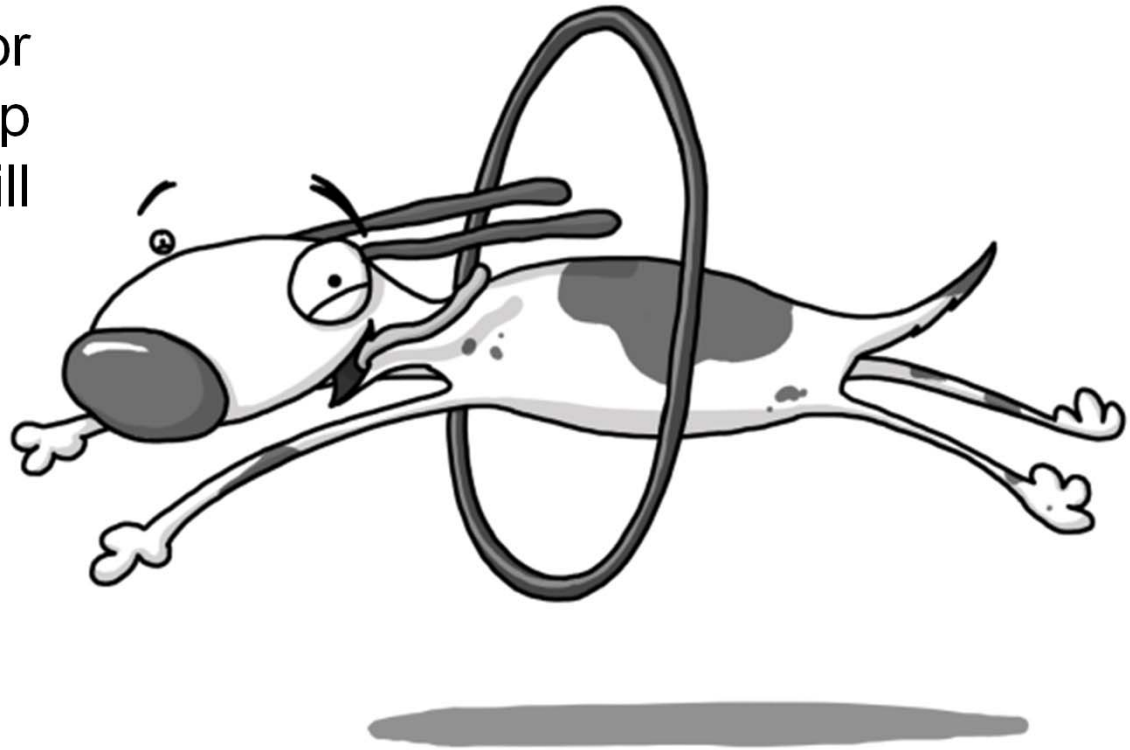
# Try to Show As Well As Tell

The bare facts aren't likely to be enough, though. Put it into terms they care about – for instance, how many more clients could you serve?

# Start Small

Trying it out yourself or with a small pilot group will be easier – and will provide valuable learnings.

And nothing sells better than success.

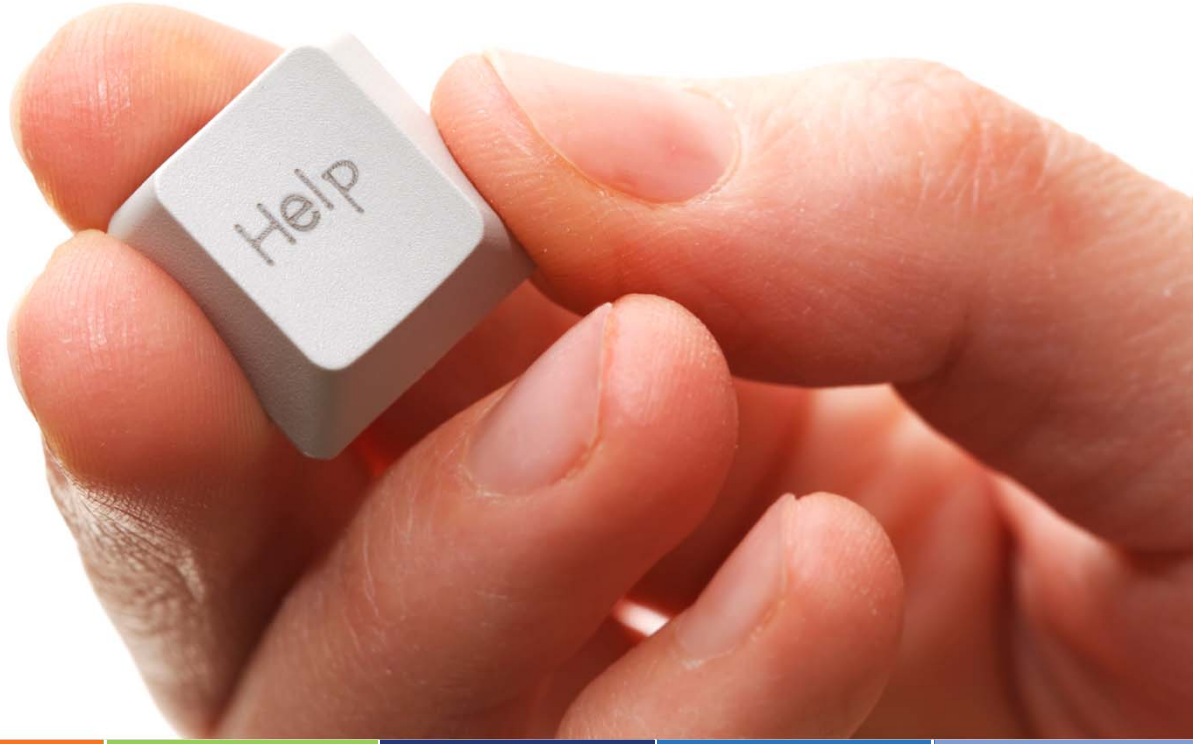


# Questions?

# For More Information

Idealware www.idealware.org

TechSoup www.techsoup.org

Beth's Blog www.bethkanter.org

NTEN www.nten.org