

DXSTORIES

DIGITAL TRANSFORMATION | Teaching & Learning

1. WHAT WAS THE PROBLEM?

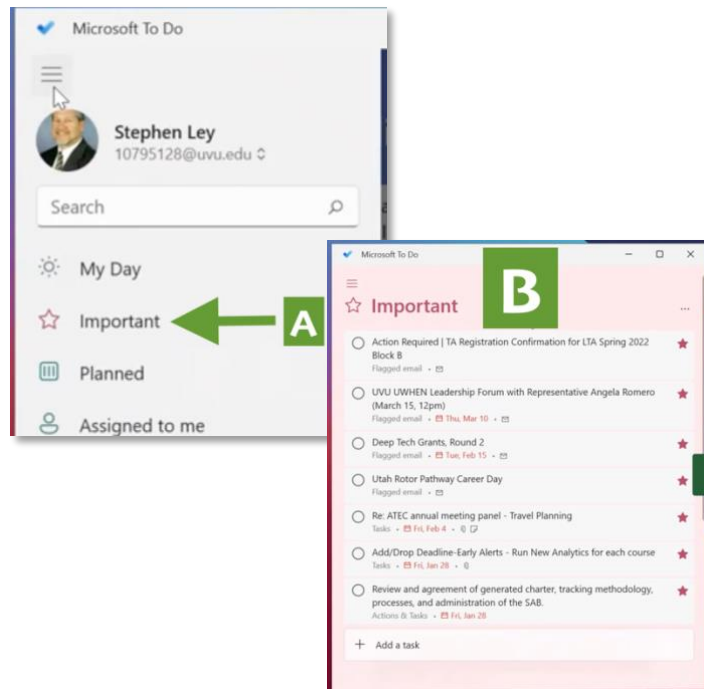
A modern-day, technology, time challenge: Challenge for faculty, staff, and even students: How to manage time, take our priorities given us and to organize those in a simple way?

2. HOW DID THE PROJECT LEADER APPROACH SOLVING THE PROBLEM?

Microsoft Teams and Office has the following beneficial tools to help you balance, complete, accomplish, delegate, track, and juggle all your tasks, responsibilities, and projects:

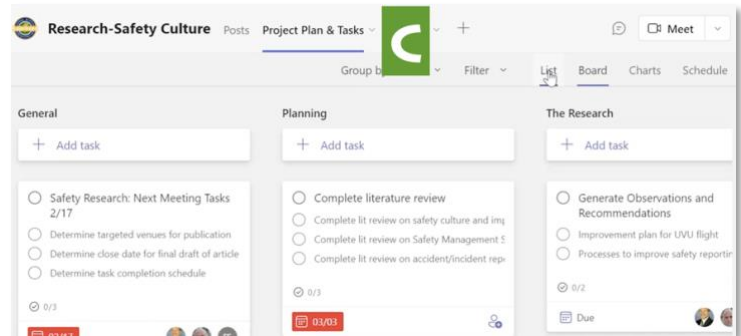
Office365: To Do

Manage personal and team tasks. At a glance, see “To Do” items my tasks then click “Important” (Fig. A) to drill down to see all important tasks (Fig. B).

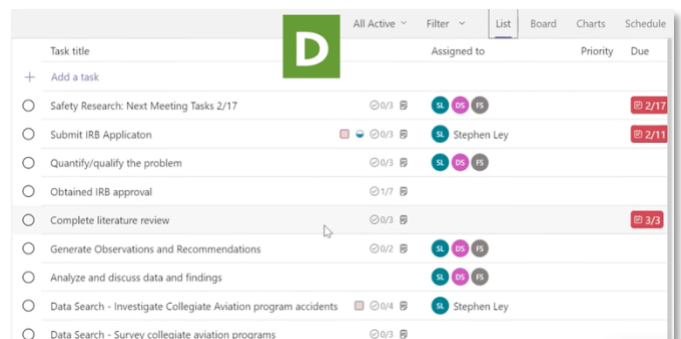


Teams: Tasks by Planner

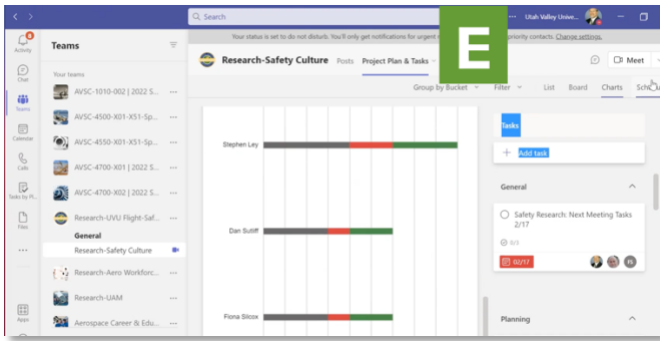
Simple, highly integrated and collaborative. Lists, projects, and tasks (Fig. C).



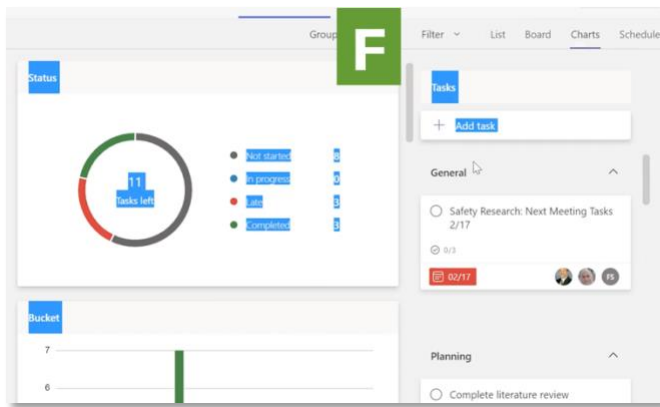
List of tasks under one list (Fig. D).



(con't...Teams: Tasks by Planner) Visual completion status of one list of tasks (Fig. E).



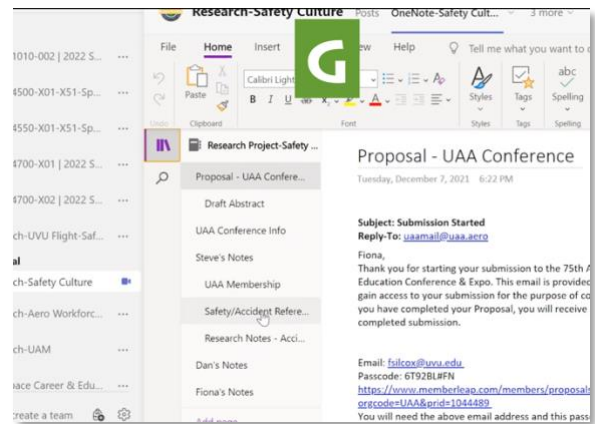
Owner status with their tasks (Fig. F).



Teams: OneNote

Take all your ideas and notes and put them into one place where you can manage your own and the team's priorities, tasks, and projects to be a more effective, collaborative team member.

One-stop shop for your and your team members' files (Fig. G).



3. WHAT WERE THE RESULTS?

Decide what projects you manage and implement one, two, or all three tools: To Do, Tasks by Planner, and Teams / OneNote. These tools help you keep track of your projects and associated tasks, emails, and files to stay organized, stay on task, and get things done. "If you're brave, and you want to be a hero, show these [Microsoft tools] to your students."

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4. WHO TO CONTACT FOR MORE INFORMATION?

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