ONLINE SOLUTIONS FOR ADMINISTRATORS

Productivity and Staff Development
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(LOWER CASE)
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Coalition Packets Q3 FY15

1. Afternoon: Put office supplies away
2. Send reminders
3. Confirm meeting spaces
4. Gather materials - What do we still need?
5. DOG those of us that haven't gotten our materials to you
6. Lay out materials
7. Print/Copy materials
8. Peggy Childs review packet/order of materials
9. Collate Packets
10. Afternoon: Box materials
11. Make sure Annivar has billed us for videos

ASANA
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ENGAGE

MYINFINITEC.ORG
QUESTIONS/COMMENTS:

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