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International Student Services

Technology Tips for Office Organization and Communication

Meg Morgan, Associate Director
Julie White, International Student Advisor
International Student Services
The University of Texas at Dallas

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Overview

- Introduction
- Part I – Productivity and Communication
 - Analysis
 - Application
 - Demonstrations
- Part II – New Technologies
 - Introduction
 - Demonstrations
- Part III – Q&A

Productivity & Communication: Assessing Needs

- Review your daily activities
- Identify common activities that add up to large chunks of time
- Identify those that are repetitious, involve calculations, shared information, sorting, common to a group
- Identify appropriate technology

Productivity & Communication: More Resources Than You Realize

- You
- Microsoft Office products
- Listserv
- Campus resources – IR, E-learning courses and trainers
- Blackboard or other web-course options
- Free online applications and training

Productivity and Communication: Application

- Don't get overwhelmed - Start with 1 or 2 easy activities and complete them before moving on to other projects
- Easy things to start with: group emails, repetitious emails or letters, shared calendars
- Once you get a “short-cut” mindset you will see many opportunities

Productivity & Communication: Application

- Repetitious: templates, pasted phrases, brochures, website, online presentations
- Financial: filters, calculators, graphs
- Communication: distribution lists, shared calendars, Instant Messenger

Examples and Demonstrations

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