How to Be Efficient in Ten Minutes

AV and IT Efficiency Tips

Erik Talbert, Technology Support

Influential Things

Theory of Marginal Gains

- Sir David John Brailsford
- Break down everything, improve by 1%

Photo Credit: Tom Jenkins, Getty Images

ROAR

Influential Things

TED Talk: The Paradox of Choice, Barry Schwartz
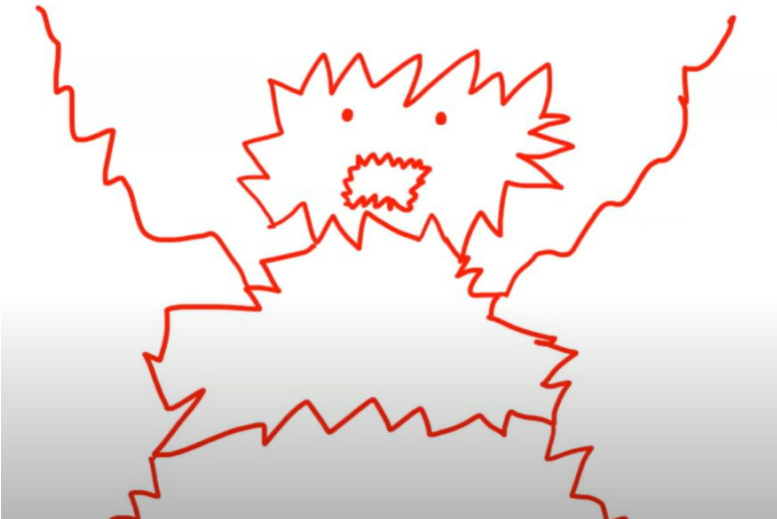
Influential Things

TED Talk: Inside the mind of a Master Procrastinator, Tim Urban

The Panic Monster

Schedule Send

Plan and Queue Your Messaging
- Higher Education is cyclical!
- Check your calendar, email history from last year
- Examples?

Automate Tasks

Can technology help or do it for you?
- Extron programming to turn on projectors on connect
- Script in Google Sheets to send confirmation email
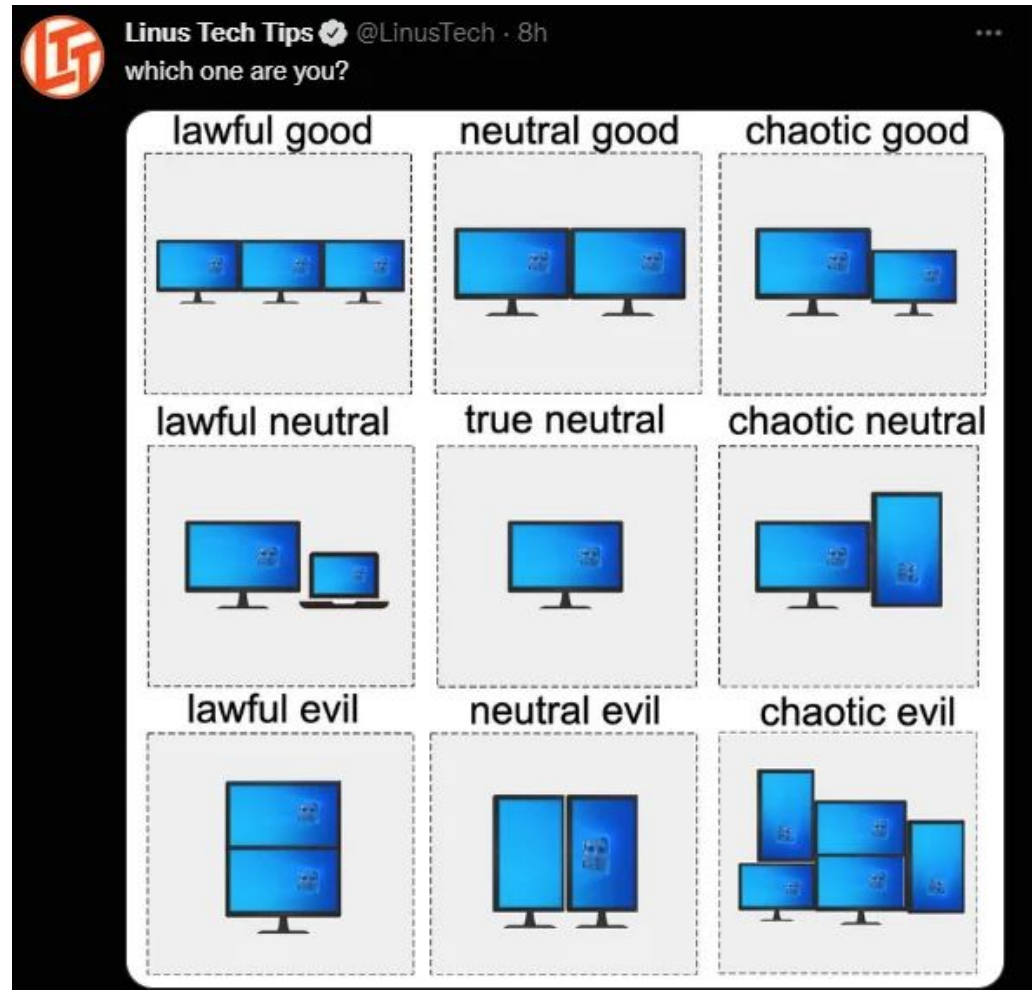- Examples?

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Learn Keyboard Shortcuts

- ALT + Tab
- CTRL+ Tab
- CTRL + Shift + resize image
- Windows + P
- Crowd Source!

Get Dual... or Triple Monitors!

Make a Template

Similar to *Schedule Send*, use templates for frequent comms

- Use cloud storage and share w/team
- Letters, emails, reminders
- Signage
- seasonal or anticipated disruptions, events
- consider turnover of constituents

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Queue Up All Your Work Tools

Example from my job

- Windows
- Google Workspace
- Zoom Workplace
- ResSched
- Cisco TMS
- Extron Touch Panels
- Vaddio Camera Interfaces

Anticipate the Tools You'll Need

Have ready, carry what you frequently need

- "*tweaker*"
- phone/light
- pen, PAPER!
- cables, adapters, signal testers, meters
- "Gig bag"?

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Plan Your Route

Efficient… but also systematic

- room, equipment checks
- reduce multiple trips
- can you "piggy back"
  - get the mail? Deliver something to a colleague?
  - water fountain

Plan Top 3 Tasks

Avoid decision fatigue

- gives your day structure
- focus on what truly matters
- write them down

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Skip the Closing Slide

Thank you!