



WORK *SMARTER*, NOT HARDER

For Effective School Psychology

Shorten your to-do list with technology. While you can't add hours to your day, you can—and should—utilize technology to increase your effectiveness. To learn specific technology functions, refer to the demonstration videos in the webinar, search online, or check out YouTube. Start by integrating one or two time-saving strategies into your practice, and then revisit the list once you've mastered them.

1 Create a new working relationship with technology

- Fill up your printer with paper each time you pass by it so you won't run out at the last minute when printing for that crucial IEP meeting!
- Use Google Alerts to keep track of new research.
- Use Chrome's Remote Desktop to access internal district databases or print to your work computer (if it is in a secure, private location).
- Use Dropbox or another backup solution to maintain a work-life balance - upload papers to Dropbox when you're at home so you can save that great idea for later.

2 Maximize your work-from-home tech setup

- To boost your internet speed, use a hardwired network connection to the internet and a mesh network in your house
- Use two monitors so that one of your screens can be dedicated to report writing while the other is used to reference test data.
- Pro-tip: Connect your laptop to a television as a secondary screen using an HDMI cable.

3 Enhance your productivity with David Allen's *Getting Things Done* (2015)

- Understand the difference between a project and a to-do list. For example, writing a psychoeducational report is a project. Break down that big goal into smaller, more achievable objectives and work on them one at a time.

4 Produce a quality, polished report in less time and with fewer errors

- Check your work with a grammar checker, such as Grammarly.
- Turn on autocorrect in Word to create automated text that you use frequently in your reports.



5 Organize your emails and master your inbox

- Install Grammarly or another grammar checker add-on.
- Organize your emails into categories, such as by student, with labels and shortcut keys (Gmail) or folders (Outlook).
- Build workflows for actions you repeat, such as requesting completion of rating scales and sending reminders, by utilizing email templates and schedule send (Gmail), or enabling autocorrect and delayed delivery (Outlook). For example, insert a completion by date in your email template for rating scales, and set a reminder the day before it's due.
- Reply with a one-word or short phrase follow-up by using suggested replies (Outlook) or smart reply (Gmail).
- Use email drag (Outlook) to quickly add events to your calendar, update contact information, and create a new task.

6 Make use of calendar hacks

- Make one calendar and share it with everyone. You may restrict access to certain events by marking them as private.
- Color-code your schedule by campus or other categories that you prefer, so you can quickly determine where you should be.
- Use Calendly to automate the scheduling of appointments.
- Calendar everything that takes more than 5 minutes in order to keep records, avoid overscheduling, and keep your director informed.

7 Save time when searching for documents or writing reports by mastering features in Windows

- Organize by date instead of name - keeps most recent activity on top.
- Use "Windows Key" to search for a document by name or content.
- Use "Windows key+s" to take a quick screenshot.
- Turn on clipboard history to store more than the latest copy.
- Use "Windows key+v" to paste from clipboard history.
- ---> -> Pro-tip! To personalize the report, include a photo of the child from the school's database using these features.

