

**Psyched**  
Services  
learn.do

## USING TECHNOLOGY to WORK SMARTER, NOT HARDER for EFFECTIVE SCHOOL PSYCHOLOGY

presented by Psyched Services

March 2022

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## MAXIMIZING YOUR TIME AND ENERGY

**Purpose:** To maintain quality work through effective information technology use, despite a large caseload



**Rule 50:** Consider it your duty to be happy

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## TIME

*Almost every psychologist scrambles to find more time*

- **Possible Outcomes**
  - Sacrificing quality
  - Meeting timelines versus thorough assessments, etc.
  - Writing/Working on weekends and evenings

**Rule 26:** The perfect solution requires perfect knowledge



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 **WHY?**

- **Knowledge and Skills**
  - Not usually taught in school psych programs
  - Accumulated by experience
  - Required to thrive instead of survive



**Rule 14:** When organized, you save all the time you used to spend looking for things

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 **There are only two ways to live your career. One is as though every child is a miracle. The other is as though every child is a miracle.**



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- Gmail
- Grammarly for Chrome
- Labels
  - Shortcut keys
- Delay Send

**Rule 7:** Focus instead of multitasking

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## ■ File Window

- Quick Access
- Date Modified

- Window Key, Shift, "S"
- Window Key + "V"
- Window Key + Tab



**Rule 11:** For physical health, increase sleep and exercise

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## COMPUTER

- Hardwire computer to the internet
- Upgrade Wifi to a mesh network
- Multiple monitors
- Virtual desktops



**Rule 23:** Balance life with work

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## AUTO TEXT REPLACEMENT

- Follow up with one word
- Request feedback
- Email templates
- Respond to emails more quickly



**Rule 5:** Turn off email notification

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 **PSYCHOD**

## AUTO-CORRECTION

- Microsoft Word
  - File, Options, Proofing, Auto-correct
- Signatures
- Appreciation
- Thank You



Rule 3: Quality over quantity

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 **PSYCHOD**

## EMAIL

- **Email drag**
  - Calendar
  - Contacts
  - Tasks



Rule 36: Be courteous

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 **PSYCHOD**

## EMAIL

- Delay delivery
- Auto print



Rule 8: Follow up

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 **CALENDAR**

- Share your calendar
  - Publicize professional appointments
  - Privatize personal appointments
- Only one calendar



**Rule 24:** Arrive early

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 **WHY USE A CALENDAR**

- Right place at the right time
- Prevent overscheduling
- Keep director informed



**Rule 28:** Never calendar more than ¼ of your day

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 **PROJECT LIST**

- Major projects
- Generalized
- Higher level or executive



**Rule 25:** Use a 'to-do' list

**'TO-DO' LIST**

- Action items
- Next action or two required for each project
- Lower level or subordinate



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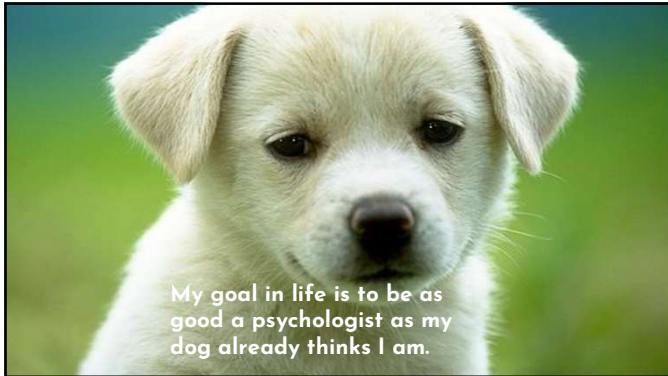
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 **DROPBOX: EFFORTLESS BACKUP**

- Backup files to multiple computers
- Work on files from any computer with internet access



**Rule 21:** Take your own advice

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 **GOOGLE: REMOTE ACCESS**

- Access work computer as if there
- District-only database
- Print to work printer
  - [www.teamviewer.com](http://www.teamviewer.com) FBI Warning: Not Secure



**Rule 17:** If what you are doing isn't working, do something different

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## USE PDF TO CREATE FOLDERS

- Complete multiple forms with one entry
- Pre-work = fewer errors + less last-minute rush
- Complete case folder
- Adobe Acrobat



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## THANK YOU

Questions, email:  
[help@psychedlearn.com](mailto:help@psychedlearn.com)

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