

# CONTINUE

- Using Planner Program for Events
- Using Updates in the comments section of Planner for participants to make comments
- Use Zoom chats for quick interactions without having to make a phone call
- Emails are a great resource for documenting decisions and interactions
- Keep Zoom status updated so people can know if you are in the office
- Using Zoom for meetings to allow for all to participate with WFH schedules
- Distributing Directors notes to ALL STAFF – helps to understand various teams' activities/bandwidth
- Communicate Deadlines further out than normal to help with others incorporating planning timely instead of last minute.
- Association wide training with maybe an external instructor to help teams learn how to manage projects. Helping with some uniformity and meeting deadlines.
- Semiannual or more regular meetings with staff to check-in on Strategic Plan progress
- Use available How-to resources before asking someone how to do something. Create FAQs.
- Continue to have these types of meetings otherwise these discussions will fade away.