Hi everyone,

Last week’s Big Ideas session there was discussion about receiving tips, tools, and hacks that could relieve pressure and free up time to open space for collaborative and innovative work.

We will be focusing on sharing hands-on, practical hacks and tools that will address some of those needs. We invite you to add to the ideas or needs you may have and use a rank order tool (see below) to prioritize ideas you’ve already shared in the Big Ideas sessions.

**Please read the directions carefully** (a tool you could use for prioritizing ideas with your teams):

1. First, consider the **bold-typed** general categories and place a #1 for your most favorite, #5 for your least favorite, and then #2 for next favorite, finishing with your next least #4 and middle #3.
2. Then, under EACH of the five categories, you will do the same for the subcategories. Feel free to add another item if your primary stressor hasn’t been captured. Ex. Under “Improving process: you will have from #1- #5 unless you add an idea in “other”

**\_\_\_\_Improving processes:**  
  
 \_\_\_\_\_How to re-imagine current work processes  
  
 \_\_\_\_\_How to creatively build new work processes  
  
 \_\_\_\_\_How to get more efficient with hiring and staffing  
  
 \_\_\_\_\_How to navigate the shift back to in-person/hybrid implementation model   
  
 \_\_\_\_\_How to analyze and synthesize data and create tables

\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_Leading, developing, delegating developing others**

\_\_\_\_\_How to support staff through post-Covid re-entry

\_\_\_\_\_How can we identify staff willing to up-skill and support e-learning producing roles

\_\_\_\_\_How to say things right the 1st time so you don't have to lose time fixing mistakes,

clarifying info, having more conversations

\_\_\_\_\_How to delegate so people are successful, and it doesn't come back to me

\_\_\_\_\_How to give constructive feedback that they'll thank me for

\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_Marketing, promoting, influencing:**

\_\_\_\_\_How to get people to come to in-person trainings

\_\_\_\_\_How to keep myself energized during times of overwhelm

\_\_\_\_\_How to get people to take new training initiatives.

\_\_\_\_\_How to better communicate new ideas and gain buy-in

\_\_\_\_\_How to communicate data to others

\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_Time, priority and self-management**

\_\_\_\_\_How to better juggle a heavy workload

\_\_\_\_\_How to "do less" - create space for innovation

\_\_\_\_\_How to "do less" - manage the onslaught of information

\_\_\_\_\_How to evaluate what is essential vs not

\_\_\_\_\_How to better manage time

\_\_\_\_\_How to prioritize competing priorities

\_\_\_\_\_How to say "no" while still being supportive and keeping the relationship intact

\_\_\_\_\_How to run more efficient meetings

\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_New tools to improve efficiency and quality:**

\_\_\_\_\_How to learn PowerPoint trips and tricks

\_\_\_\_\_How to use Excel spreadsheets to better organize our work

\_\_\_\_\_How to learn basics of Canva to create promotional pieces

\_\_\_\_\_How to learn what people find most helpful in Google documents and tools

\_\_\_\_\_How to learn other "efficiency" and "productivity" hacks that are helping other

network members

\_\_\_\_\_How to facilitate staff sessions to come up with new ideas

\_\_\_\_\_How to get a group of people to get to consensus in minutes, not hours

\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing by **close of business on Tuesday, July 6**. This will help us in sharing quick tools for you to start using!

Enjoy your long holiday weekend,

Amy and Dawn