

Save Time and Money with (Free) Online Resources

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Let's get to know each other!

- How often do you use technology at work? At home?
- How might technology help you do your work better, faster, and/or more cost effectively?
- Why are you here today?

Training Overview

Goal

Participants will gain familiarity with and confidence using online resources that will save them time and money.

Focus Areas

- Scheduling and conducting meetings remotely
- People pleasing (staff, volunteers, & clients)
- Social marketing
- Security

Scheduling Meetings

Navigation: Personal, Groups, Homepage, Shared Calendar, Shared Documents, Shared Contacts, Applications

Calendar: Groups

- NetResults Client Port
- NetResults Company
- NetResults Extranet
- NetResults Intranet
- Calendar Shares

March 2010

28 Sunday	1 Mar - Monday	2 Tuesday	3 Wednesday	4 Thursday
	Weekly Sales Meeting Staff Meeting Client Meeting	Prospective Client Meeting with Communications Meeting	NetResults Reports Prospective Client	Management Report
7	8 Client Briefing Day Weekly Sales Meeting Staff Meeting	9 Communications Meeting appointment1	10 NetResults Reports New Items Status Update	11 Client Meeting
14	15 Management Report Weekly Sales Meeting ad	16 Interview with Bob Communications Meeting appointment1	17 vic meeting	18
21	22 Client Briefing Day Weekly Sales Meeting Staff Meeting Client Meeting	23 Communications Meeting appointment2	24 Meeting with Charles new meeting	25 Meeting with Hilford Meeting with Lisa Cook
28	29 NetResults Reports Weekly Sales Meeting Staff Meeting Client Meeting	30 Monthly report due Communications Meeting appointment1	31	1 Apr

Show Tasks on: Start Date []

Deciding on a Group Meeting Time

Sample Doodle Poll

- Doodle
- Meet-O-Matic
- NeedToMeet
- Xoyondo

The screenshot shows the 'Schedule an event' interface in Doodle. At the top, it says 'Schedule an event' with a breadcrumb trail: '1. General > 2. Time proposals > 3. Settings > 4. Invite'. Below this, the section is titled 'Your time proposals' with a link to 'Basic calendar | Free text'. A note says 'Please mark your time proposals in the calendar view below.' The interface shows a calendar for March 2015. The time slots are from 9:00 AM to 5:00 PM. There are blue bars indicating proposed meeting times: 9:00 AM on Monday, Tuesday, Wednesday, and Thursday; 1:00 PM on Friday; and 3:00 PM on Friday. A 'School Field Trip' is scheduled for 9:00 AM on Monday. At the bottom right, there are 'Back' and 'Next' buttons.

Deciding on a Meeting Time

you and 1 other person



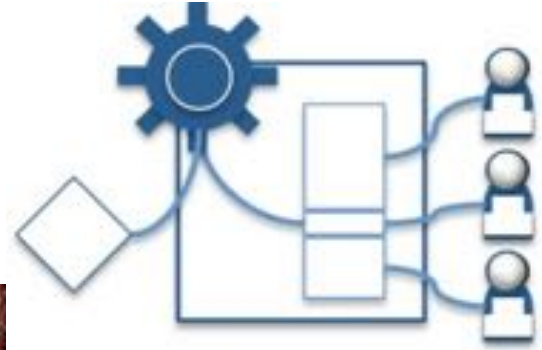
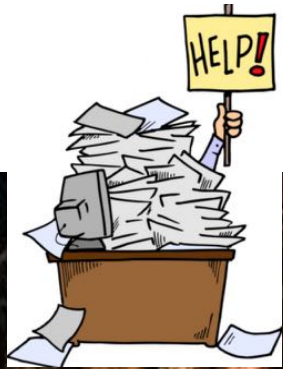
- [Calendly](#)
- Meet
- Pick (2 Google Calendar users)
- ScheduleOnce
- YouCanBook.me (Google Calendar)

Conducting Meetings Remotely

- Free Conference Calls
- Google+ Hangouts
- Survey Monkey
- Totally Free Conference Calls
- UberConference



People Pleasing



2017 Client Satisfaction Survey



Paper Elimination = People Pleasing Lesson #1: Shared Storage

- Amazon Cloud
- Box
- Dropbox
- [Google Drive](#)
- iCloud
- Microsoft OneDrive
- Other options are plentiful!

Digital Transcription = People Pleasing

Lesson #2

Digital forms

- Google Forms
- Jot Form

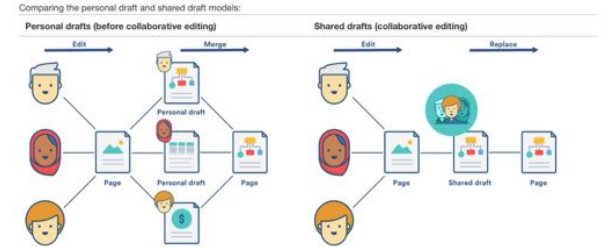
Telecommunications

- Google Voice
- Phonebooth Free



Digital Collaboration = People

Pleasing Lesson #3



Collaborate on documents in real time

*EtherPad *[Google Docs](#) *Microsoft
Office Live *Think Free *Zoho

Social Marketing



Social Media & Nonprofits

- Be social!
- Invest in good design
- Humanize
- Unforgettable
- Make it easy to share your story
- Create a volunteer social media corp



Make life easier!

- Schedule posts across platforms
- Request donations in video format
- G Suite, Ad Grants, & Transaction-Free Donations



Security

Organizational and Individual Levels

- Restrict access, passwords, and two-step verification
- Private versus public Internet
- Regular back-ups
- Extra encryption - Bitcasa & Open Drive



How can a consultant help?

- Operations and Technical Support
 - Strategic, Sustainability, and Succession Planning
 - Digitization of processes and procedures (volunteer management)
 - Evaluations and data analysis

Questions? Ask me anytime



Session Evaluation: goo.gl/CyNhnq

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Resources Consulted

- <https://www.nccollaborative.org/sub-committees/>
- <https://developer.atlassian.com/confdev/collaborative-editing-for-confluence-server>
- <http://www.wordstream.com/social-media-marketing>
- <https://zapier.com/learn/forms-surveys/best-online-form-builder-software/>
- https://www.ibm.com/developerworks/community/wikis/home?lang=en#!/wiki/W4108ee665aao_4201_8031_023a06c3653a/page/Collaborative%20Editing%20Process
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- <http://support.doodle.com/customer/en/portal/articles/1896260-how-to-create-a-multi-day-event-poll-over-the-calendar-view->
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- <https://www.google.com/nonprofits/>
- <https://www.fiverr.com>
- <https://hootsuite.com>
- <https://www.youtube.com/nonprofits>
- <https://joshlynross.com/2012/10/31/social-media-for-nonprofits-posting-guide/>
- <http://blog.capterra.com/hootsuite-competitors-9-other-social-media-management-alternatives-to-consider/>