 DECEMBER 7, 2018

**AASB Executive Administrative Assistant Conference**

**Tips & Ideas**

* Go paperless!
* Organize Personnel Files
* Using google docs – distributes responsibilities in forms
* Write everything down “brain on paper”
* Smile until your face hurts
* Use the Facebook page- Ex Admin
* Organize your files regularly- personnel, payroll, computer files
* Gained- creating yearly guideline for agenda items for board members and superintendent for planning and deadlines and work with your ex admin
* Take care of yourself during the day- 10-15 minutes reflect on day self-care
	+ 4 Laps around building with Superintendent & Principal (Nenana
* Fully organized and ready for any meetings, check recorder, etc.
* When in doubt, ask anybody check all the resources
* Take time at least once a year to take a step back and look at office space- whether its efficient
* Cheat sheet to refer back to
* Role call sheet
* Call Board Members day of meeting
* Make a list of unfinished items
* Take a lunch break!
* Self care fit bit alarm to walk
* Facebook page
* School board orientation and AASB checklist
* Classification files for personnel files
* CRDC pivot tables Excel
* One note Microsoft
* Pin a web page
* To do list
* Daily devotional
* Reach out to peers
* Overwhelmed ask for help
* Policy update tracking sheet
* Microscribe
* Checklist prior to and after each meeting
* BoardBook minute template
* Timelines …..
* Annual agenda guide
* Google calendar for school board
* Weekly newsletter with links
* Blind copy for board members (blind CC)
* Monthly schedules for new employees
* Track in a planner for following year
* Ta Dah! Culture of sharing
* Morning workouts, changing diet taking carbs and sugar out