Organization for B&G

How Microsoft OneNote can be the Tool you Need

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Agenda

- What is the problem?
- How can OneNote help?
- How to obtain and use OneNote.

B&G Managers Wear Many Hats

- Facility maintenance
- Environmental safety
- Security
- Personnel issues
- Emergency responses
- Custodial issues and supervision
- Grounds maintenance
- Playground equipment
- Athletic fields
- Snow plowing
- Building access (keys, cores, door hardware, etc.)
- COVID-19
- Power outages
- Roof issues

- Parking lots and sidewalks
- Maintenance contracts
- Budgets
- Training
- Workers' compensation
- Demands on short notice
- Summer projects
- Purchasing supplies and repair parts
- Building reservations/Fund 80
- Storm damage
- Technology requests
- "My room is too hot/cold"
- "We need the gym tonight"

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What Happens?

- You are in the middle of many issues.
- You are trying to document each item/issue/catastrophe as they occur – is that working for you?
- A new issue arises while you are working on several other problems.
- Paperwork is being handed to you constantly.

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My Desk is a Mess!!!

- When our office is disorganized, we become frustrated and feel we have no control.
- We want to get back that feeling that we are on top of our game.
- What can I use to help me?

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What is Microsoft OneNote?

- A simple software tool that organizes multitudes of data in a convenient/intuitive format that can be used on your PC, tablet, and smartphone.

- You can easily synch OneNote on your smartphone to other devices.

- Once OneNote is synched, collected data will update on all devices.

Examples

- A Principal tells you the card access for the teacher entrance is not working on 10-8-21.

  - You have a Section in OneNote for the card access system issues.

  - Add a Page to this Section titled, "Teacher entrance access issue 10-8-21".

  - Type in a note of what was told to you and by whom.

  - Arrange for inspection and service of the card access system.

  - Note whom and when you called for service and/or troubleshooting.

  - Repairs are conducted – Photograph the invoice/work order and add to the page utilizing the Document function on the OneNote camera feature. You now have a complete history that tracks how you responded.

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Examples

- You are at the Midwest Facility Masters Conference, and a presentation is occurring that you wish to retain.
  - There are no handouts for this presentation.
  - Create a Section in OneNote titled "2021 MWFMC".
  - Create a Page under this section titled "Great Presentation."
  - Photograph each overhead screen presentation utilizing the Whiteboard function on the OneNote camera feature.
  - Once you are at your home or the office you can add more details as needed.

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Examples

- A salesman provides you with his business card.
  - You don't know if you will ever need his firm's services, but you want to have his contact information available.
  - Create a Section in OneNote titled "Business Cards."
  - Add a Page under this section titled "XYZ Company."
  - Photograph the business card utilizing the Business Card function on the OneNote camera feature.
  - The business card is now saved for future use.

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Examples

- ## You finally get time off, and you go ice fishing.

- You lean over the hole, and your smartphone falls directly into the water and sinks out of sight.

- No problem with all your records.

- You have OneNote on your work PC also. Once you replace your phone and synch OneNote, all your records return.

Examples

- You are in a meeting, and an Administrator directly asks you about a security issue you were to resolve a few months ago.
- You quickly open OneNote on your smart phone and look up the issue.
- You have all the records.
- You offer to send the information to the Administrator during the meeting.
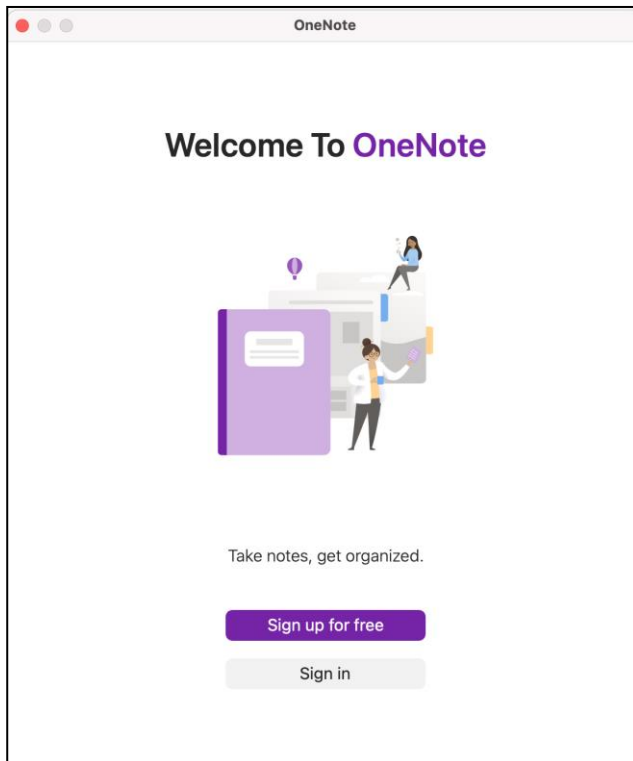- *You look good!*

OneNote Apps

- Free and consistent Interface for Windows, Mac, iOS, and Android.
- Sign up with a work account if your school subscribes to Microsoft 365.
- Check with the IT department to sign up with either your Google email or alternate email address.

First Time Use

- You can sign up for free.
- Will ask for a personal or work account.
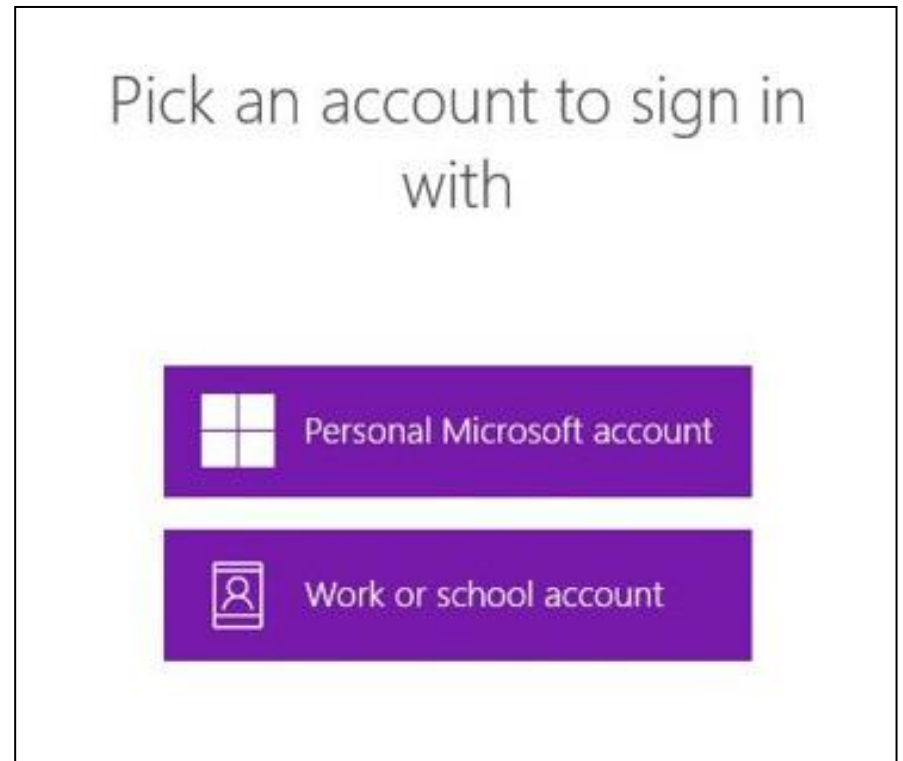
Where to Store Notebooks

- For the best result, store in a cloud service.

- In general, OneNote notebooks should always be synched and moved by the OneNote application.

- If you have a notebook stored locally on your computer that you wish to move to the cloud, go to File > Share in One Note and pick a web location such as OneDrive, and then click Move Notebook.
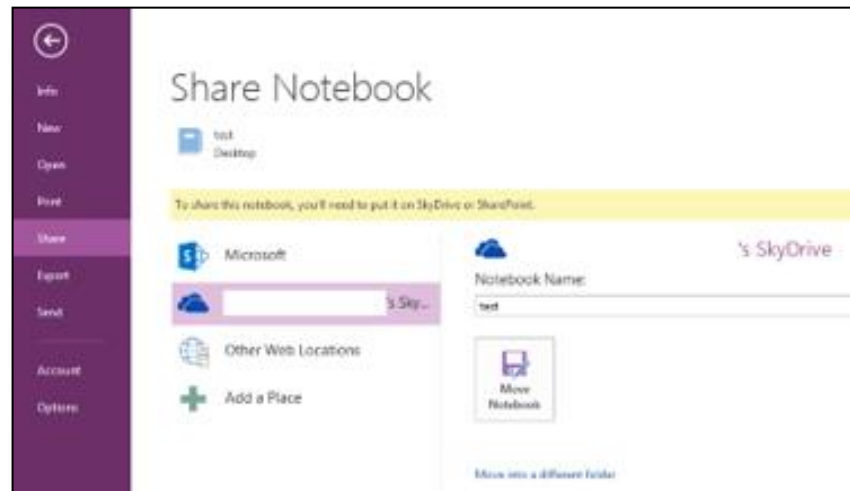
Questions

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