**Technology and Its Impact on Business Post COVID – How it changes the way we communicate and interact?**

**General tips from our presenter Elianne Rodriguez:**

* Create a balance between admin work and creative projects. Helps with brain power and re-ignites excitement on your day-to-day routine.
* Trial and error. Integrate one tech app at a time and see how it functions.
  + Step back and asses: must haves vs. nice to have, pros/cons.
* Ask your peers!
  + What are apps that they like/don’t like, for specific things. Opportunity to set up one-on-ones to collaborate, chat, learn from others, etc.
* Don’t forget about your personal user experience!
  + We are all users, whatever is easiest for us to use, the easier it will be when teaching others.
* Consider working in collaboration with others on a training!
  + It is half the work to organize, we can pull in multiple networks to participate, and it demonstrates a regional team approach versus individual. This is attractive to large tech sponsors, especially when it comes to funding purposes.
* Don’t forget to utilize your nonprofit discount when considering different tech software’s.

**When COVID started, these are some of the technologies that** **Elianne Rodriguez and her team integrated to prevent burnout!**

**Operators Best Practices:**

* **Personal Check-Ins**
  + Intentional and Scheduled
  + Twice a week
  + Team lunches
  + 1:1 lunch once/week
  + Team activities such as: Fun Earring Friday.
* **Meeting and Time Management**
  + Shared, Valued and Respected: for example, many staff members were working moms and they would designate time slots on their work calendars for lunches with their kids, homeroom hour etc. Those who have pets, scheduling in cuddle time.
  + Work Hours: Integrating our lifestyle into part of our daily routine.
  + Work Styles: Example: 6am-9am or 5pm-7pm time slots, adjusting for peoples work style and when they are most productive.
  + Meetings and Limits: All meetings start 5 min late in case you need a potty break/water break/stretch break.
  + Communication > emails vs. messages: Streamlining our communication. No internal emails, unless you need to send an attachment/document. Everything internal was happening via messages on slack, calling each other, or send direct incoming calls through zoom.
    - Build in training opportunities/check in’s to break off habits.
* **Local Apps and Team Practices** 
  + App of your choice
  + Food of your choice: continuing the practices that we were doing in person.
* **Favorites:** 
  + Scheduled happy hours, once a month (w/internal and outdoor teams)
  + Meditation Minis: 5-10 min podcast
    - <https://www.meditationminis.com/>
  + Creative Writing: OHLAY (group creative writing classes)
    - <https://www.oh-lay.com/>
  + Empathy Workouts
  + Prana Wellness: <https://pranawellnessworks.com/>
  + YogaWakeUp: substituting morning alarm for yoga in the morning.
    - <https://www.yogawakeup.com/>