

Simplified Solutions: Organizing and Productivity Strategies for the Workplace
Presented Bethanne Kronick
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In order to receive educational points for attending this Academy session, you must complete a course assessment (KTAP) to meet IIMC requirements. Please complete the following questions in written form and email to Joann Tilton, at joann.tilton@wsu.edu, by October 19, 2018. *Your certificate of completion will be e-mailed to you when Joann receives your written assignment.*

WHAT DO YOU WANT TO ACHIEVE/ACCOMPLISH WITH THE INFORMATION YOU HAVE LEARNED IN THE ACADEMY SESSION TODAY?

I am going to meet with city admin and set up a time when I and other co workers can go through files and ^{in our} files cabinets. We need to do some serious records retention

IN TERMS OF TRANSFERRING SESSION KNOWLEDGE BACK INTO THE WORKPLACE, WHAT SPECIFICALLY WILL YOU DO?

I learned sooo many ways to better my outlook so I can add priority ^{us} tasking and reminders

WHEN CAN IT BE REASONABLY ACCOMPLISHED OR SIGNIFICANT PROGRESS NOTED?

I will start on both of these as soon as I get home. They have been put to the side for way to long.