Welcome! Take a moment to breathe deeply, stretch and come to focus. We'll get started in a few minutes...
Welcome!
Use 3 everyday tools more creatively

- Let us know in the chat:
- Your role and where you’re from!
- What you hope to get out of today
Why use tools in more creative ways?

- You can design a better experience
- Increase engagement
- Create new thoughts, ideas and conversations
- Improve relationships with each other
Tools

- **Zoom** (Teams, Google Meet, Skype)
- **Google Slides** (Shared digital board, miro.io, mural.co)
- **Smart Phone** (iPhone, Samsung, LG, etc.)
Create focus, energy or transition in a Zoom meeting
Set the tone of a meeting.

- Create a nice transition
- Establish focus
- Align with the theme of meeting
Search for an image in alignment with your message.

Place it in a document you can screen share.
Use a free music source and find a track or playlist with the right vibe. :)

https://www.youtube.com/watch?v=mcYLRVJBhg
Set up

- Click share screen
- Select “Share computer sound”
- Select the application with your opening image
Set the tone of a meeting

Discussion

- Questions or ideas?
- When might you use this?
Use Zoom for a Focus Mate...
Connect with a colleague as a focus mate
What is a focus mate?

- In a virtual setting, we normally only connect to have a meeting.
- But we miss the focus and social accountability that comes from working next to each other.
- With this technique, we intentionally recreate the accountability.
- Get together to work separately.
How to create a focus mate session

1. Recruit a colleague for your focus session.
2. Make a short list of tasks you can complete in 45 min.
3. Connect with your colleague.
4. Each of you share what you’re looking to accomplish in this session.
5. Shrink the zoom window and get to work.
6. At 45 min, come back together and share what you accomplished.
7. Appreciate each other and close it out.
The Raven

Edgar Allan Poe

ONCE upon a midnight dreary, while I pondered, weak and weary,
Over many a quaint and curious volume of forgotten lore—
While I nodded, nearly napping, suddenly there came a tapping,
As of some one gently rapping, tapping at my chamber door.

"Who is there?" I muttered, "tapping at my chamber door—
Only this, and nothing more."

Ah, distinctly I remember it was in the bleak December,
And each separate dying ember wrought its ghost upon the floor.
Eagerly I wished the morning— vainly I had sought to borrow
From my books surcease of sorrow—sorrow for the lost Lenore—
For the rare and radiant maiden whom the angels name Lenore—
Nameless here for evermore.
Focus Mate

There's even a free platform to schedule and work with a focus mate!

Focusmate.com

“Virtual coworking”
Focus mate session

Discussion

- Questions or ideas?
- When might you use this?
Google Slides for a shared inspiration wall
Google Slides

Shared Virtual Inspiration Wall
Shared Virtual Wall

- Create a large slide
- Start the wall yourself, putting inspiring quotes, ideas and pictures
- Invite your colleagues to the board to contribute
- Use some prompts to foster shared responses.
Shared Virtual Wall

- Create a large slide
- Start the wall yourself, putting inspiring quotes, ideas and pictures
- Invite your colleagues to the board to contribute
- Use some prompts to foster shared responses.
Key is to make it persistent!

1. Add the link to the team’s digital dashboard if you have one.
2. Add to your email signature that goes to team members
3. Create a desktop or mobile phone icon shortcut
4. Open or close Zoom meetings with the digital board of inspiration. (Or any shared virtual board you create.)
5. Make it your desktop background
Shared Virtual Wall

Discussion

- Questions or ideas...
- How might you use this?
Google Slides for a collaborative research frenzy
1. Definitions and context

We define systematic racism as structural and interpersonal racism operating both separately and together.

Anti-Racist Policy - Association for Prevention Testing and Research

2. Anti-racist action plans

Anti-racists policies and actions

3. Restorative justice

4. Ideas & other references

This is just one set of topic areas for us to research. Please feel free to suggest others!
1. Start with a prompt topic in the middle of the board.
2. Together create 3 topics that will fuel research and sharing.
3. Add “Ideas and questions” topic.
4. Start with one topic. Each person goes and searches for 5 to 7 minutes and pulls links, quotes, and pictures onto the board.
5. Each person shares what they found and what thoughts it gave them for the work.
6. Repeat for each topic.
Collaborative research frenzy

Discussion

- Questions or ideas...
- What topic could you use this on soon?
Smart phone for personal, video feedback
Smart Phone

Give selfie feedbacks
Smart Phone

Give selfie feedbacks
How to selfie feedbacks

1. Next time you get a question from a colleague or something to review...

2. Read through it once, making some notes to yourself.

3. ...get out your phone and open your camera for selfie video.

4. Push record. Greet your colleague, thanks them for sending the content for review and then share your feedback, thinking out loud as you do so.

5. Send it to your colleague as a more personal and helpful kind of feedback!
Smart Phone

Desktop alternative

loom.com

Say it with video

The expressiveness of video with the convenience of messaging. Communicate more effectively wherever you work with Loom.
Give selfie feedbacks

Discussion

- Questions or ideas...
- Who will you give feedback to this way?
Make an animated explainer
Here's one for a new urban service concept
Make an animated explainer

1. Plan out a scenario you’d like people to better understand. Maybe a new workflow with clients.
2. Get video footage of the environment and activities where it happens.
3. Take video of simple actions that demonstrate a part of the concept.
4. Use rough sketches to fill in.
5. Use titles or a voice over to tie the explanation together.
6. Use your smartphone’s movie-making app to place trim and time each element.
Here's one using timelapse to explain a new grant
Ways to use it

1. Explain a current experience that needs attention
2. Show how a workflow or service experience could be done differently
3. Provide a status update on a project
4. A fresh way to share news with the organization
Animated explainer

Discussion

- Questions or ideas...
- Are you interested in a full session on how to make these?
Final thoughts and observations?
Thank you!
Graphic recording

What about enabling one of the participants to do it locally on real paper and then taking a pic and sharing it around afterwards?...
Link to join the examples

https://docs.google.com/presentation/d/1tEy6qmEeKedOQlbdJRJ-V1csIYLbrBXSLnMpu0vPVyl/edit?usp=sharing