

Staying Passionately Curious

Dawn Krawiec & Morgan Mason

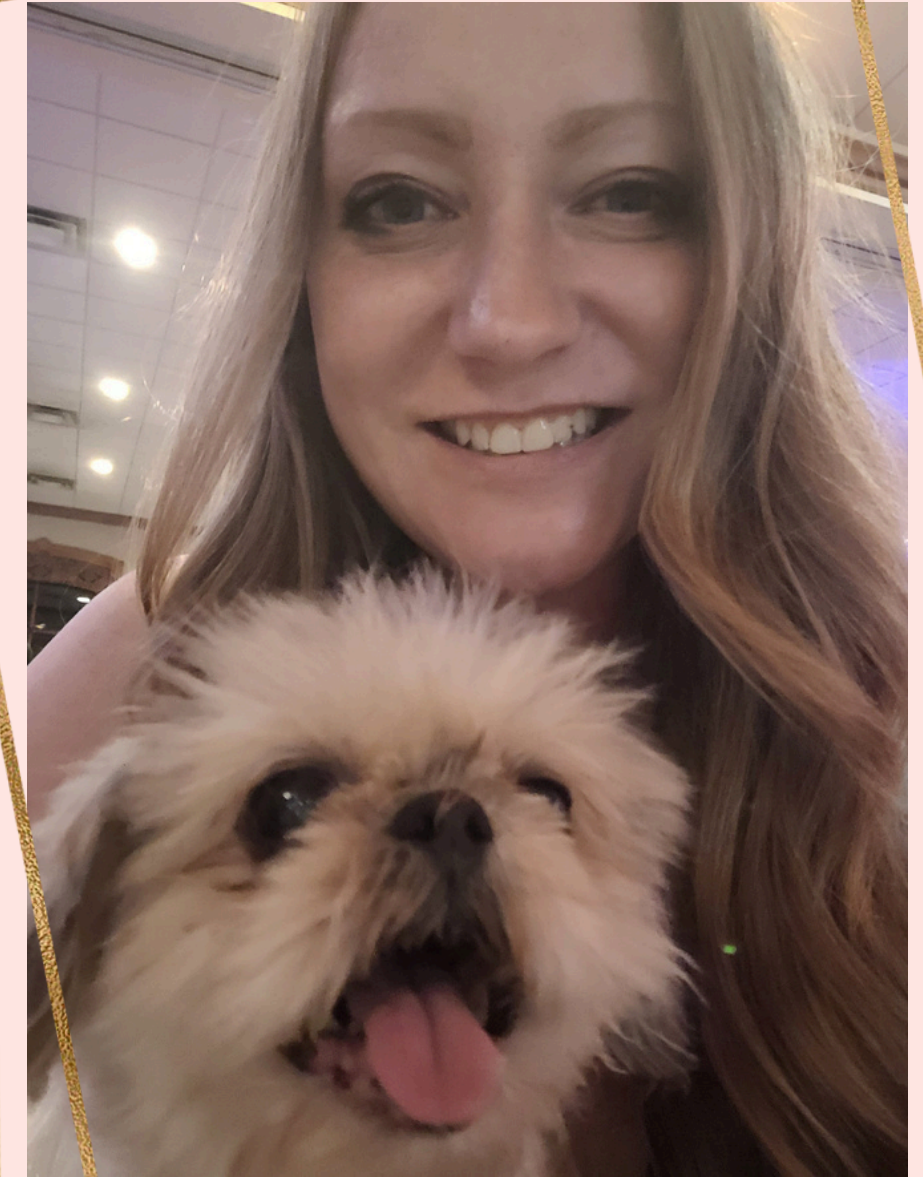
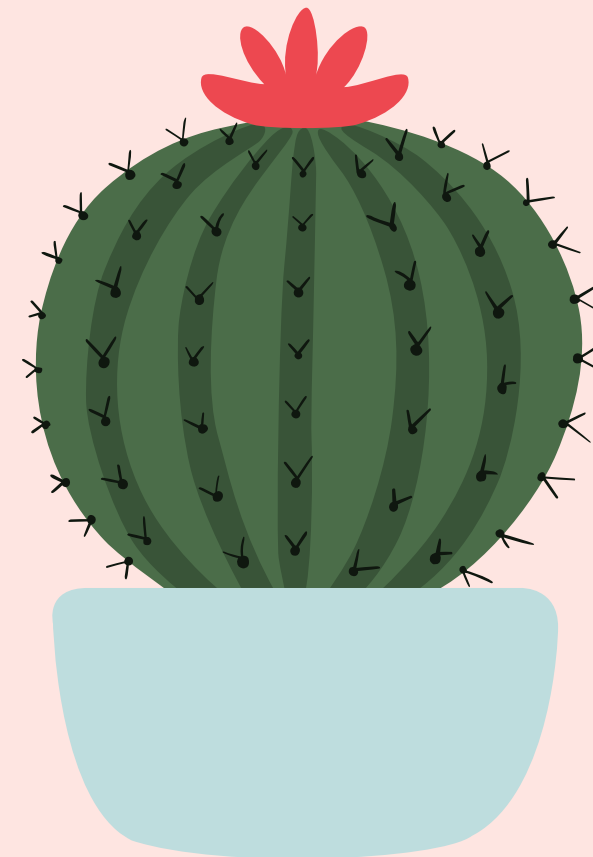


YOUR PRESENTERS

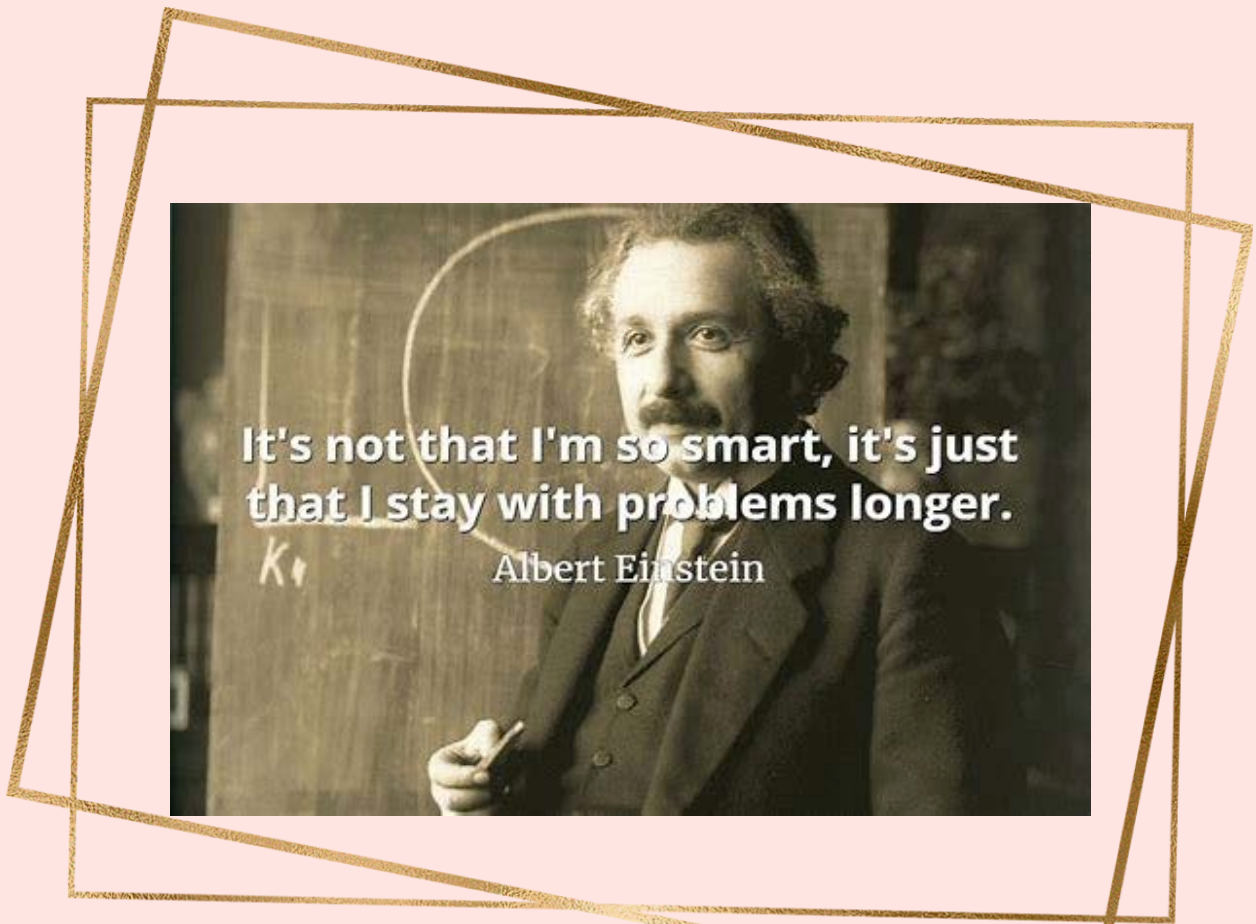
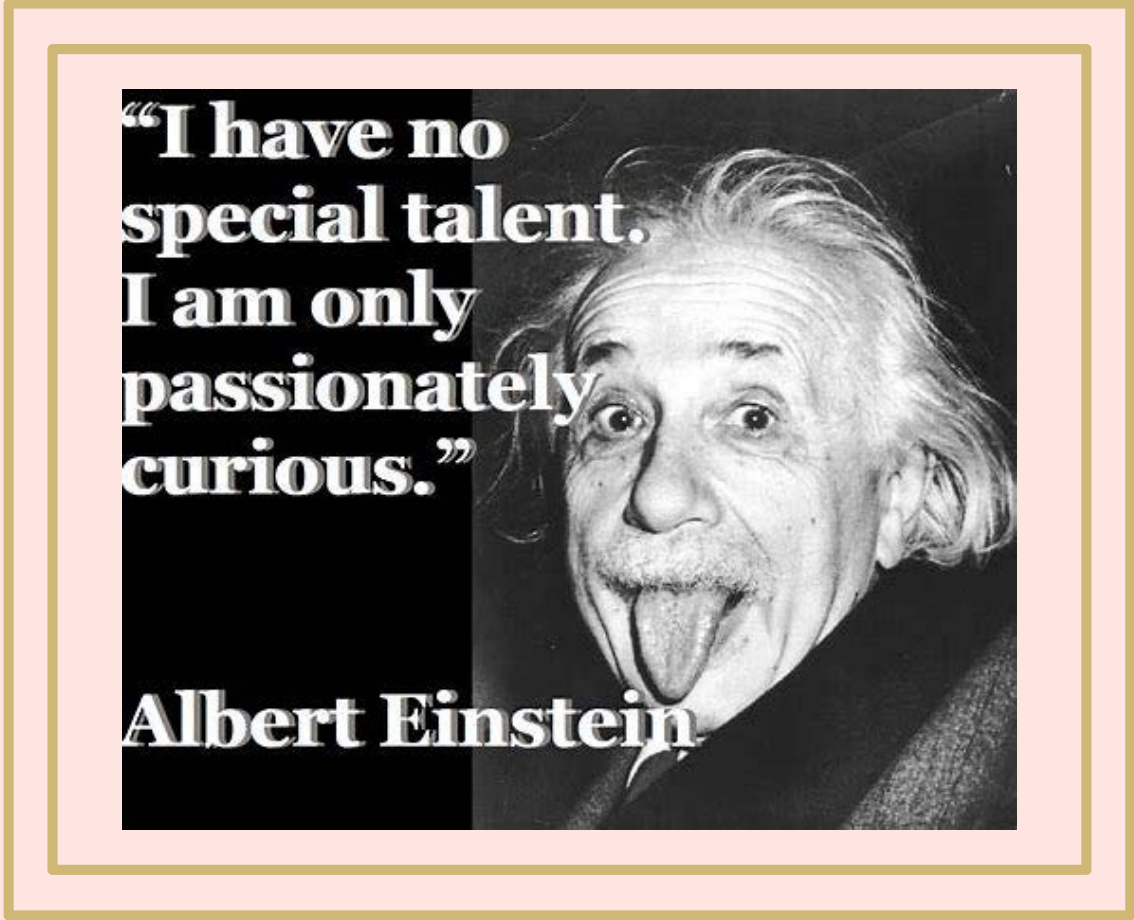
(who obviously love dogs)



Dawn Krawiec, CPRP



Morgan Mason, CPRP





ASK WHY...



And if the answer is...

“Because that’s
the way we’ve
always done it”

Try harder!



What to Expect

- Personal organization tips you can start using when you get back to the office
- Ideas that can boost efficiency throughout your agency
- Corny quotes & plants everywhere



Organization for your Growth

- To-Do Management
- Email Organization
- Time Management
- ChatGPT
- Wall Calendar
- Reminders, Alerts, and Alarms

"It takes as much
energy to wish as it
does to plan."

-Eleanor Roosevelt



TO-DO MANAGEMENT



Start and End Strong

Planner

Outlook

Monday

Weekly Task Sheet



MONDAY



Business Manager Enhance Integrate Automate Invite / 1

Main table **Calendar** +

New task + Add widget Search Person Filter Today < > Sep 1st - Sep 7th, 2025 Week

01 Mon	02 Tue	03 Wed	04 Thu	05 Fri
	<ul style="list-style-type: none">Admin Meeting Agenda & ...9/9 Packet Board9/9 Supplemental Material...August FAP Transfer Fina...August Credit Card Recon...Update Phones IT9/5 Payroll Proofing Payro...9/5 Payroll Approval Payr...Program Document Produc...Conard Contract Registra...EAGLES Attendance Regi...Parr EAGLES Trial Registra...	<ul style="list-style-type: none">9/9 Agenda Posting BoardInclusion Billing FinanceAugust P Card Reconciliati...AI Training Makeups and E...IPRA Presentation Webpag...IPRA Presentation Notes I...Sips for SEASPAR Outreac...9/5 Staff Hours Payroll/Ta...La Grange Stats Registrati...	<ul style="list-style-type: none">Comcast Payments Finan...ComEd Payment FinanceKonica Minolta Payment F...CardConnect ACH FinanceAugust GL Review & Email ...Pitney Bowes Payment Fi...August IMRF Wage Report ...	<ul style="list-style-type: none">9/5 Update AdministrationStale Check Outreach Fin...

WEEKLY TASK SHEET



Week of:		Don't forget about:
Monday		
Tuesday		
Wednesday		
Thursday	Enter schedule	
Friday	Create Agenda	
this week:		next week:

It's a new day, fresh start, fresh energy, new opportunities. Get your mind right, be thankful, be positive and start your day right.



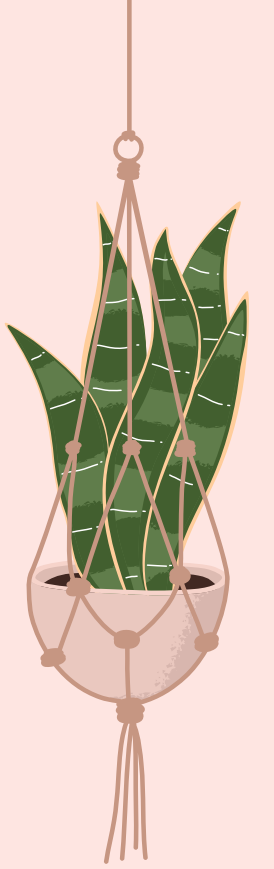
Week of: Sept. 30 - Oct. 4		Don't forget about: • Matt G @ Sensory Wed
Monday 30	✓ 1pm-5D teams - lunch Tuesday Send agenda	Soccer Skills ↓ Matt G
Tuesday 1	9am-CAM ✓ 1pm-rec staff Coverage for Feast w/ friends	
Wednesday 2 Sharon L- Sam O-	✓ 9am-MC+KL - Board Report to MM - SAR paperwork - cards	ppt rejoin video game Club after soccer ends
Thursday 3	8am-BP ✓ 11am-Day Camp Enter schedule	
Friday 4	- step-camden - send to Jen - program summaries - transferred NEN - combine for LP - take laptop out of office - SAR + Day Away Create Agendas	It's a new day, fresh start, fresh energy, new opportunities. Get your mind right, be thankful, be positive and start your day right.
Budget welcome this week: ✓ send SAR dates next week:		
Fall budget	W/S grid	ULTRA Swag bag
Bus bid process	Day Camp facility requests	email Jen to review grid + add cars
Send Ab Aw - Highlands	Conference grid	St. Francis Ability Awareness
Little Free Library	Wed-Sensory/Chefs - leader Jassia	Statting - assignments - ST-legal
Walking Club	Walking Club - east - assist	Wed Sun 11/27
		Assign SAR



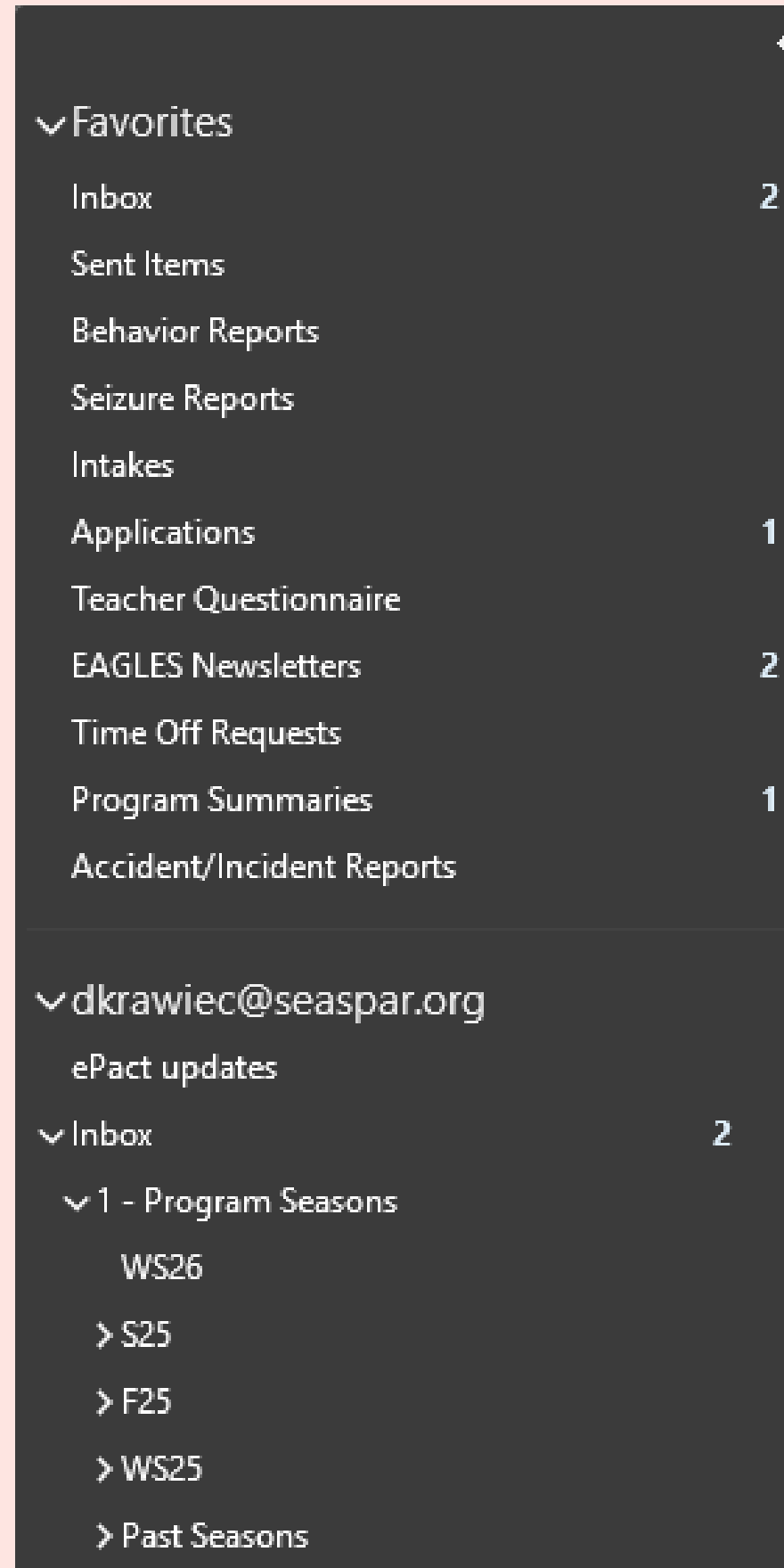
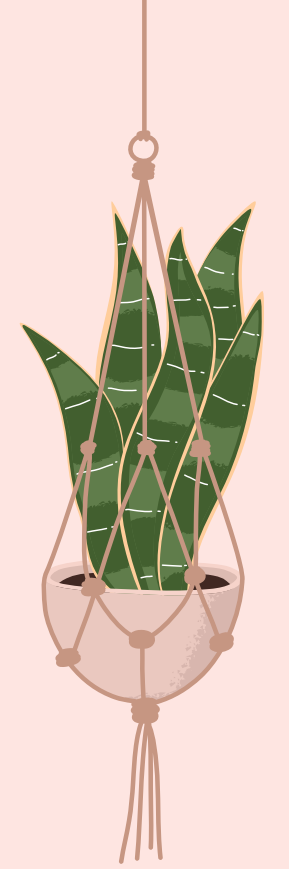
EMAIL ORGANIZATION



- 1. Assess your email habits**
- 2. Plan a folder structure**
- 3. Create folders**
- 4. Set up rules**
- 5. Move existing emails**
- 6. Maintain daily/weekly**



EMAIL ORGANIZATION

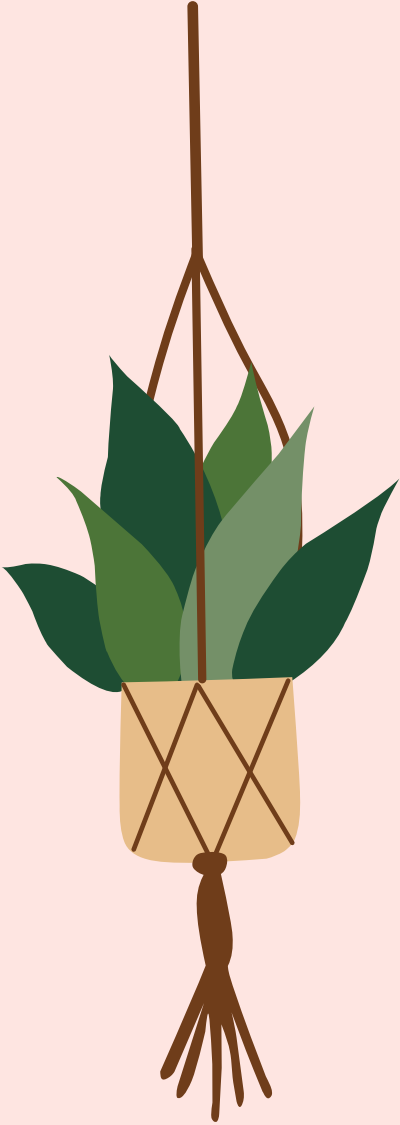


TIME MANAGEMENT

Time Blocks

Pomodoros

Fruit



CHATGPT CHECKLIST

Please create a checklist of steps to create a presentation regarding organizational skills

Here's a clear, practical **Checklist for Creating a Presentation on Organizational Skills** that will keep the process smooth and structured (ironically, a perfect way to model the topic you're teaching):

1. Define Your Purpose and Audience

- Clarify the main goal (e.g., to teach, inspire, or demonstrate practical tools).
- Identify the target audience (age, role, familiarity with the topic).
- Decide on the core message or takeaway.

2. Research and Gather Content

- List key topics to cover (e.g., time management, prioritizing, workspace organization).
- Find real-life examples, statistics, or quotes to support your points.
- Gather visuals, props, or tools that help demonstrate organizational strategies.

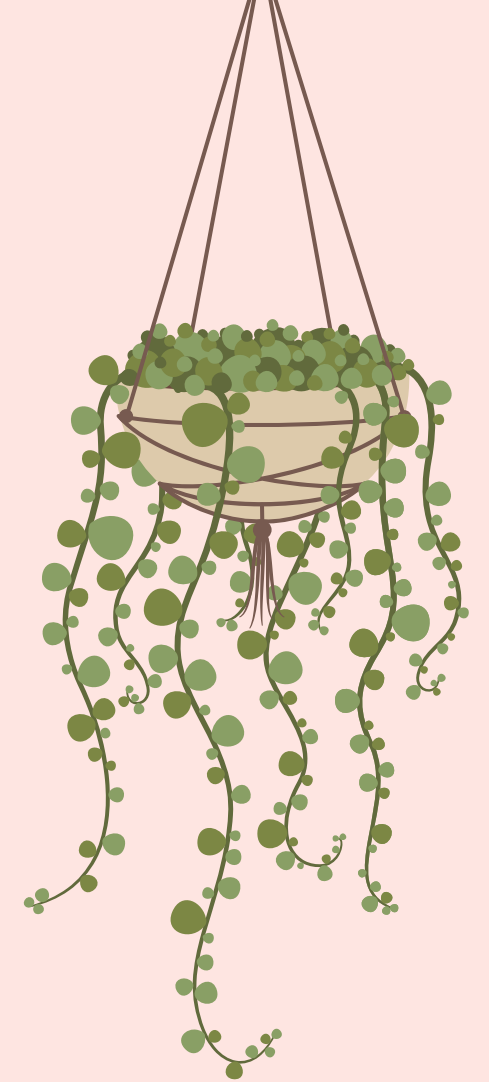
3. Create a Logical Structure

- Plan your introduction (hook + overview).
- Arrange main points in a clear sequence (chronological, problem-solution, or thematic).
- Include transitions to guide the audience through each section.
- Plan your conclusion (summary + call to action)





WALL CALENDAR



January / 2026							February / 2026							March / 2026							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
				1X	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
				1X	2	3	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
							15	16	17	18	19	20	21	15	16	17	18	19	20	21	
							22	23	24	25	26	27	28	22	23	24	25	26	27	28	
							29	30	31					29	30	31					
April / 2026							May / 2026							June / 2026							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3X	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
							10	11	12	13	14	15	16	14	15	16	17	18	19	20	
							17	18	19	20	21	22	23	21	22	23	24	25	26	27	
							24	25	26	27	28	29	30	28	29	30					
							31														
July / 2026							August / 2026							September / 2026							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3X	4	1	2	3	4	5	6	7	6	7	8	9	10	11	12	
							2	3	4	5	6	7	8	9	10	11	12	13	14	15	
							9	10	11	12	13	14	15	13	14	15	16	17	18	19	
							16	17	18	19	20	21	22	20	21	22	23	24	25	26	
							23	24	25	26	27	28	29	27	28	29	30				
							30	31													
October / 2026							November / 2026							December / 2026							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12	
							8	9	10	11	12	13	14	8	9	10	11	12	13	14	
							15	16	17	18	19	20	21	15	16	17	18	19	20	21	
							22	23	24	25	26	27	28	20	21	22	23	24	25	26	
							29	30						27	28	29	30	31			

REMINDERS, ALERTS, ALARMS



Siri/Alexa

Outlook Alerts

Time Management Alarms

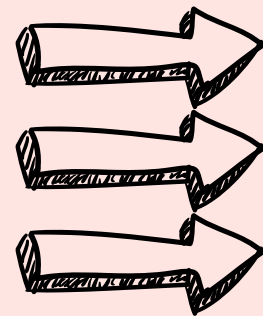


STOP & JOT



Take a moment to write down some of the ideas you came up with while we were talking.

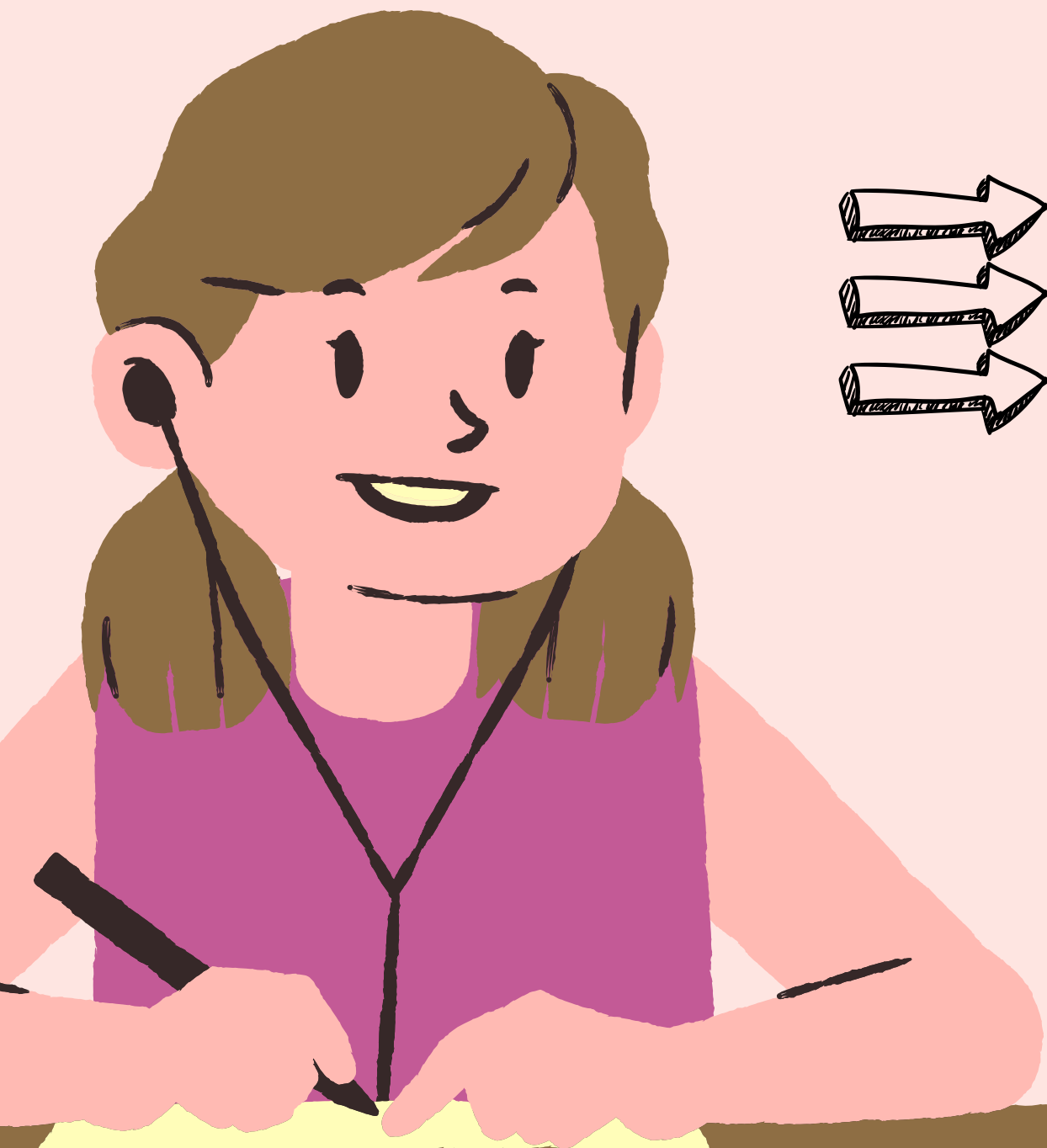
Think about something.....



you want to try differently

you want to add to your daily practice

you need to update to be more efficient



Organization for others' growth

- Meeting Agendas
- Timelines
- Checklists
- Templates
- Documentation

"Inspiring others
to do better work
is the
accomplishment of
a leader."
-John C. Maxwell



CHECKLISTS



Participant's Name:

Site: BR DA LI LE Days: MWF T/Th

Trial Dates:

Start Date:

Done	Trial Registration	Notes
	Do we have Emergency Form? Yes / No (if not, work w/MAC to invite).	
	Send email that includes link for trial visit registration.	
	Upon receipt of trial visit registration, create trial visit code in RT for the site.	
	Register participant for trial visit.	
	Send confirmation of receipt of registration to participant referencing site and dates.	
	Create Trial Visit roster for site director.	
	Email Trial Visit roster to site director (cc LM).	
	EAGLES Registration	
	Send email that includes link for registration, credit/debit authorization form, and calendar.	
	Upon receipt, register EAGLE for BC/program/AC in participant's program account in Global Sales.	
	Create EAGLES household in Household Management.	
	Create Standard Pass in the participant's EAGLES account in Global Sales.	
	Set installment billing date as "today" for current month if registration date is after 25th.	
	Run installment billing.	
	Add participant's information to All by Site and Credit Card or Check tab.	

TEMPLATES AND DOCUMENTATION



New Family Intake Process

1. Collect information on New Family Contact Form. (Anyone in front office) New participants may also come in through other means. The information needed for intake is the participant name, address, and parent/guardian email.
2. Check residency. If not a resident, contact the family and advise them. If a resident/WDSRA/OOD, proceed. (AS)
3. In RecTrac, create a household with the information from the New Family Contact Form. (AS)
4. Send the family the following email, cc'ing BM and RC. If the family is WDSRA or OOD, also advise them of registration limitations (no online registration, registrations processed after residents, double fees for OOD). (AS)

Greetings from SEASPAR!

Thank you for your interest in our therapeutic recreational services. We look forward to serving your family!

The first step is to complete an Emergency Form in our HIPAA-compliant emergency information software, ePACT. You will receive a separate email shortly with a link to complete a form that will share contact, emergency, and medical information about your participant with SEASPAR. Please use the following link to review instructions for completing the Emergency Form: <https://www.seaspar.org/epact/>. If you have any questions as you complete the form, please let us know. All of the information you share will help our staff ensure the safest and most successful program experience for your participant.

Please also complete our Participant Intake Form on our website at <https://www.seaspar.org/participant-intake-form/>. This will help us work with you to identify the best program options for your participant.

Once you have completed the Emergency Form and Participant Intake Form, please reply to this email or call us at 630.960.7600 for the next steps to proceed with program registration.

Thank you again for your interest in SEASPAR. We hope to hear back from you soon!

Organization for your agency's growth

- Outlook Invites
- Shared Drive
- Fillable Forms
- Internal Requests/Work Orders
- QR Codes
- Internal Availability & Voting

"The walls of your comfort zone are lovingly decorated with your lifelong collection of favorite excuses."

-Jen Sincero



PROGRAM SUMMARY FORM

This form is for SEASPAR staff only. Please complete this form after each program/event.

Fields marked with an * are required

Program Name *

Coordinator/Program Type *

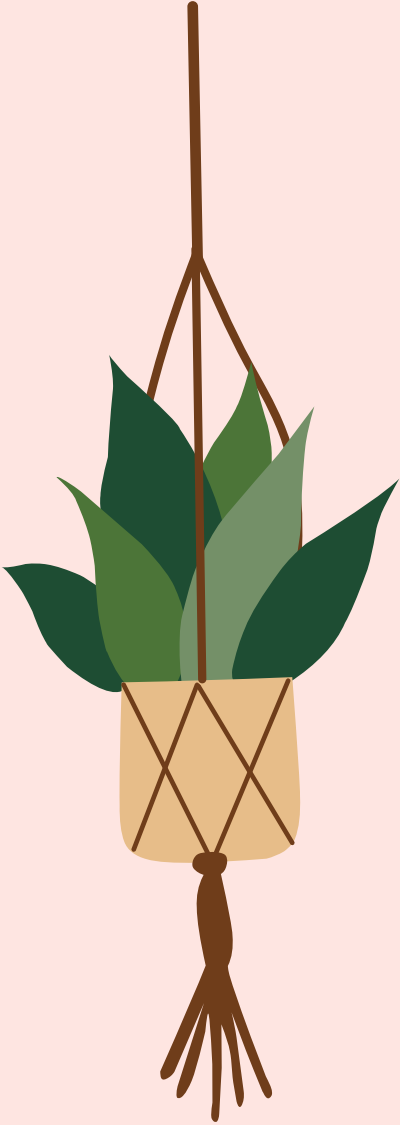
- Ashley - Teen & Adult Special Events, Social Club
- Christina - Teen & Adult Weekly, Horseback Riding
- Claire - Virtual Program or Special Event
- Jared - Athletics, Swim Lessons, Power Soccer
- Sophie - Youth, Teen & Young Adults, Multi-Sensory, Karate
- Other/Unknown

Activity *

Date of Program *



MONDAY REQUEST/WORK ORDER FORMS



 **SEASPAR**

Marketing Request

Project/Event/Message Name *

e.g., Believe & Achieve, Summer Hiring

0/255

Your Name *

What is your goal for the message? *

e.g., attract people to an event, recruit staff

0/2000

QR CODES





INTERNAL VOTING & SCHEDULING



[Polls](#)

Help us pick the next bus name, rank the options below:

- Bus Lightyear
- Thelma
- Newman
- Luigi
- Taylor

Poll: Your name isn't visible to anyone | Results are shared with respondents

TR Summit Prep Meeting

🕒 1 hour duration
📍 DK's office
📅 5 options provided
🌐 (UTC-06:00) Central Time (US & Canada)

Scheduling poll

Choose times you prefer or are available			How others voted	
Tuesday, September 2, 2025			Morgan Mason	
10:30 AM <small>Busy</small>	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	? <input type="button" value="Schedule meeting"/>
12:00 PM <small>Busy</small>	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	? <input type="button" value="Schedule meeting"/>
1:00 PM <small>Free</small>	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	? <input type="button" value="Schedule meeting"/>
2:30 PM <small>Free</small>	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	? <input type="button" value="Schedule meeting"/>
3:00 PM <small>Free</small>	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	? <input type="button" value="Schedule meeting"/>

[+ Propose another time](#)

Thursday, September 4 10:30 AM		<input type="button" value="Send"/>	
❤️ Prefer: 1 🟢 Yes: 4 🛑 No: 0			
Dawn Krawiec	Required	🟢	Yes
Morgan Mason	Required	🟢	Yes
Bethany Juhasz	Required	❤️	Prefer
Stephanie Stocks	Required	🟢	Yes
Lauren McVey	Required	🟢	Yes

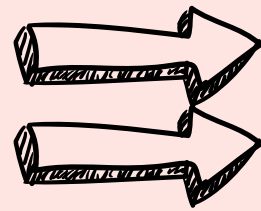
Monday, September 8 2:00 PM		<input type="button" value="Send"/>	
❤️ Prefer: 0 🟢 Yes: 4 🛑 No: 1			
Dawn Krawiec	Required	🟢	Yes
Morgan Mason	Required	🟢	Yes
Bethany Juhasz	Required	🟢	Yes
Stephanie Stocks	Required	🛑	No
Lauren McVey	Required	🟢	Yes

STOP & JOT

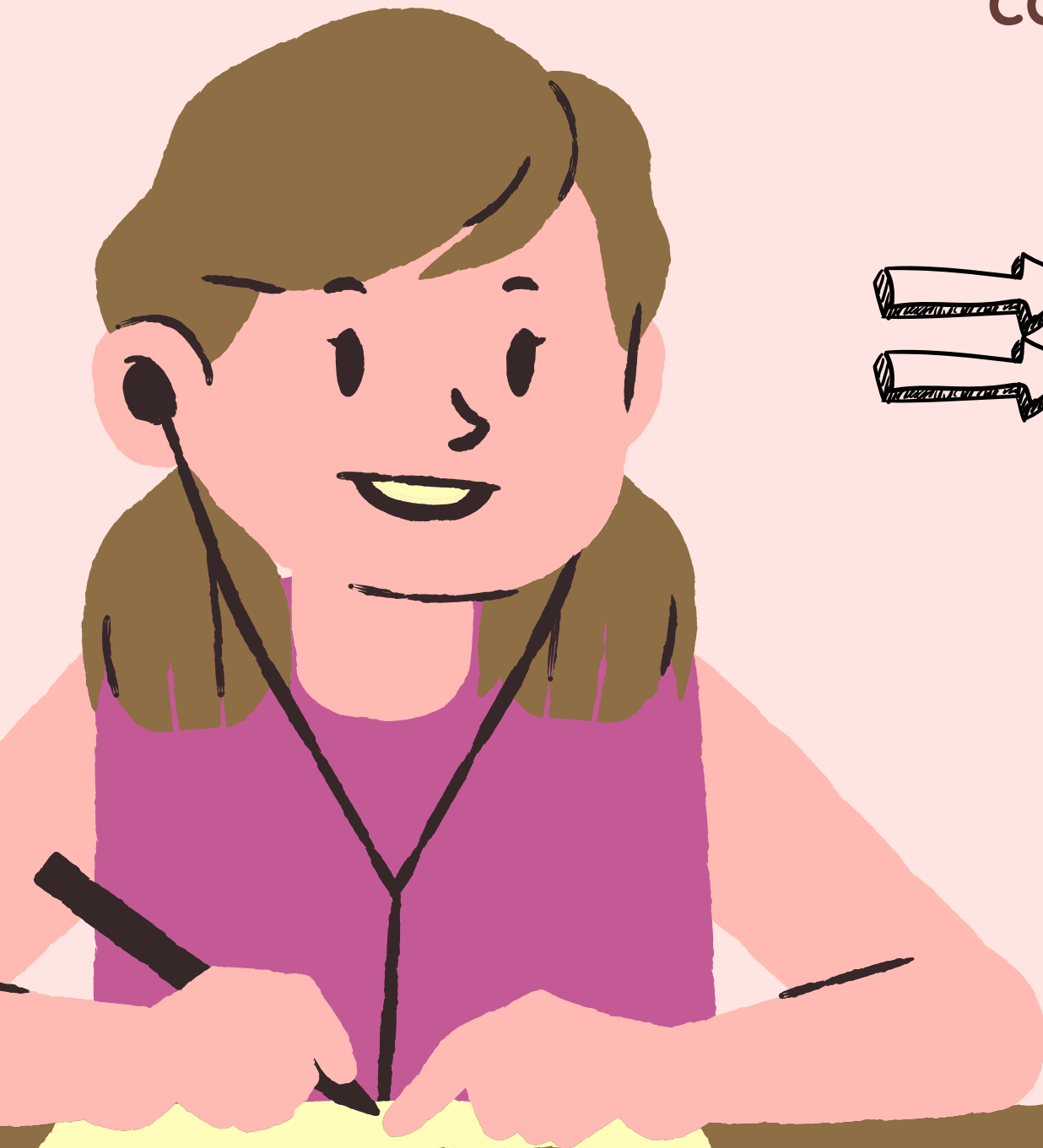


Take a moment to write down some of the ideas you came up with while we were talking.

What are you going to.....



do differently starting on Monday
research more about next week





Get this presentation and more resources, plus complete the session survey - scan below!



Thank you!

