



Time/Project Management & Google Suite

**SCORE MENTORS ALBUQUERQUE – CHAPTER 0067
(SBA VOLUNTEERS)**

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BREN'S RESOURCES OWNER
SCORE ABQ CHAPTER MANAGER



Outline of Topics

- ✓ TIME MANAGEMENT
 - ✓ PROJECT MANAGEMENT VIA GOOGLE SUITE
 - ✓ HAND-WRITTEN NOTES IMPORTANCE
-

Google Suite Programs to be Utilized for Time/Project Management

and their
Apple/Microsoft
Equivalents



Google Gmail

Apple iCloud Mail

Microsoft Outlook

Google Calendar

Apple iCalendar

Microsoft Calendar

Google Meet

Apple FaceTime

Microsoft Teams

*Zoom

Google Docs

Apple Pages

Microsoft Word

Google Sheets

Apple Numbers

Microsoft Excel

Google Slides

Apple Keynote

Microsoft PowerPoint

Google Drive

Apple iCloud

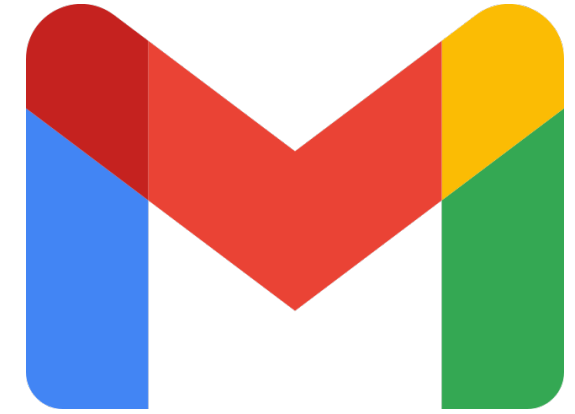
Microsoft OneDrive

Why the Focus on Google?

- ✓ Ubiquity
- ✓ Ease of Access
- ✓ Low Price Points
- ✓ Business/User Friendliness



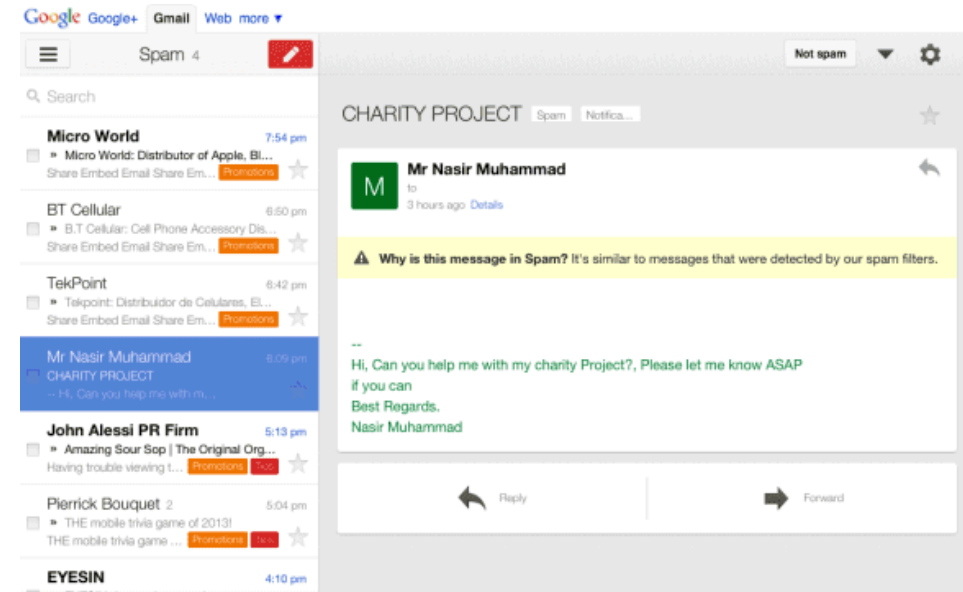
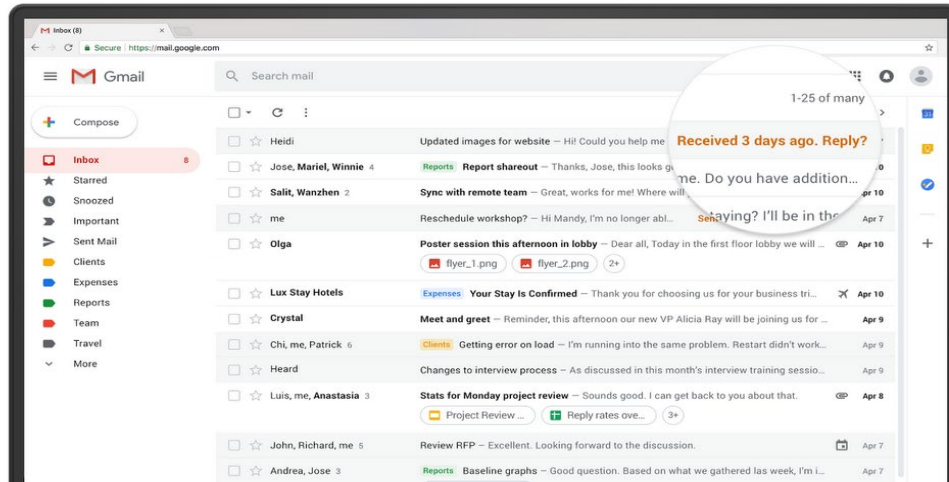
Google Gmail



TOP USES:

- ✓ COMMUNICATION BETWEEN INDIVIDUALS AND GROUPS
 - ✓ MASS COMMUNICATION IN A NETWORK
-
- ✓ **OFFICIAL/RELIABLE TRACKING OF
BUSINESS OR PERSONAL OPERATIONS**

Google Gmail Interface



NOTABLES:

- ✓ LIST OF EMAILS
- ✓ AN ABILITY TO RESPOND TO EMAILS IN A SEPARATE, SMALLER WINDOW
- ✓ FEATURES LIKE REPLY ALL, FORWARD, EMAIL FOLDERS, EMAIL SIGNATURE, AND EMAIL SETTINGS

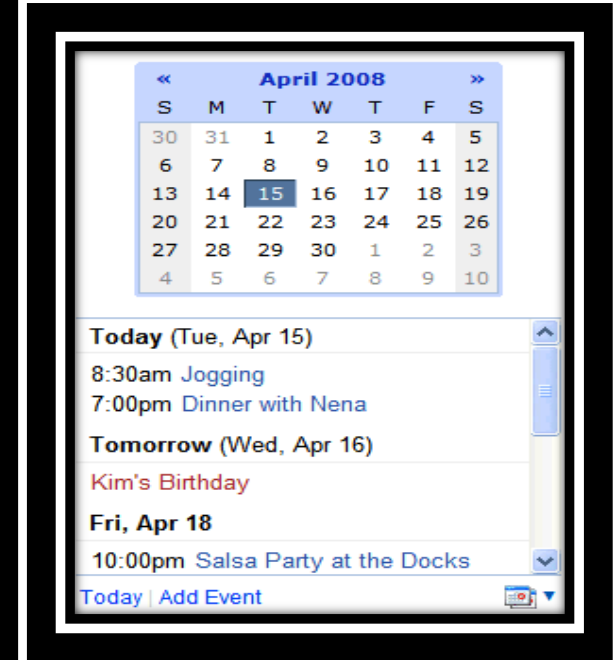
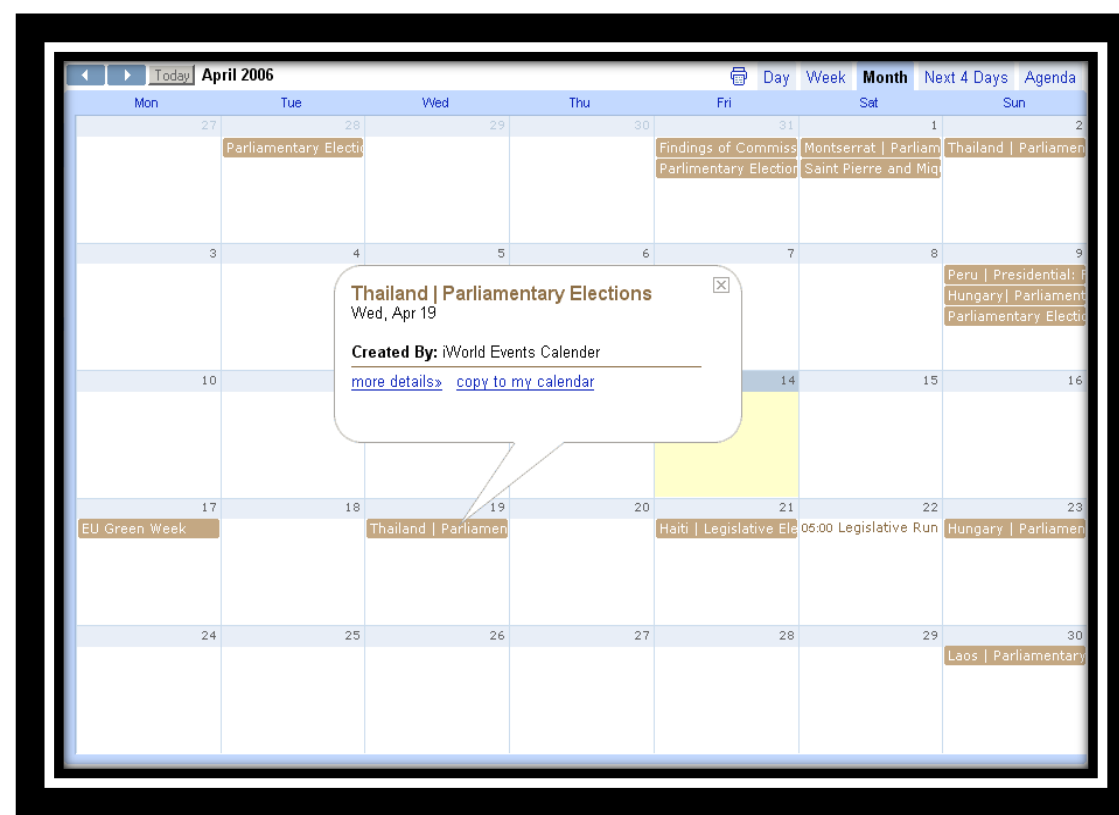
Google Calendar



TOP USES:

- ✓ COORDINATION OF PERSONAL AND/OR BUSINESS CALENDARS SEAMLESSLY
 - ✓ GENERAL AWARENESS/NOTIFICATIONS OF IMPORTANT MEETINGS AND TO-DO TASKS
-
- ✓ TIMING AND COORDINATION OF SELF AND OTHERS

Google Calendar Interface

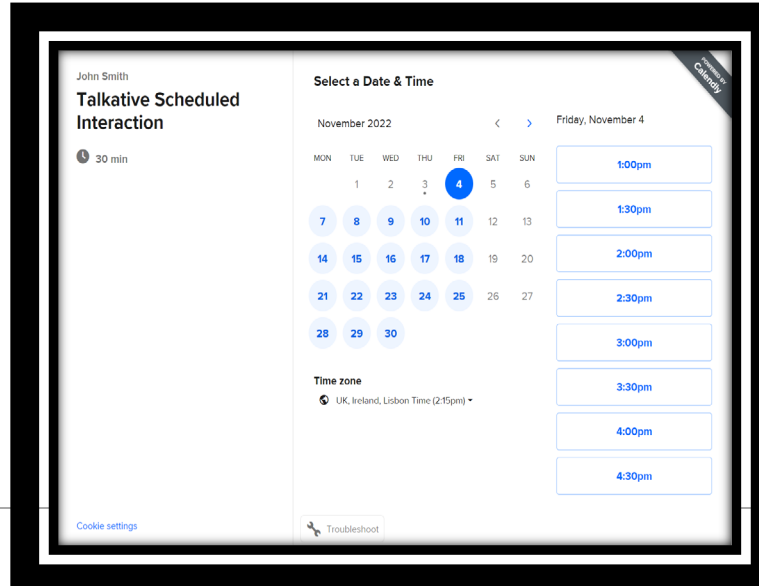
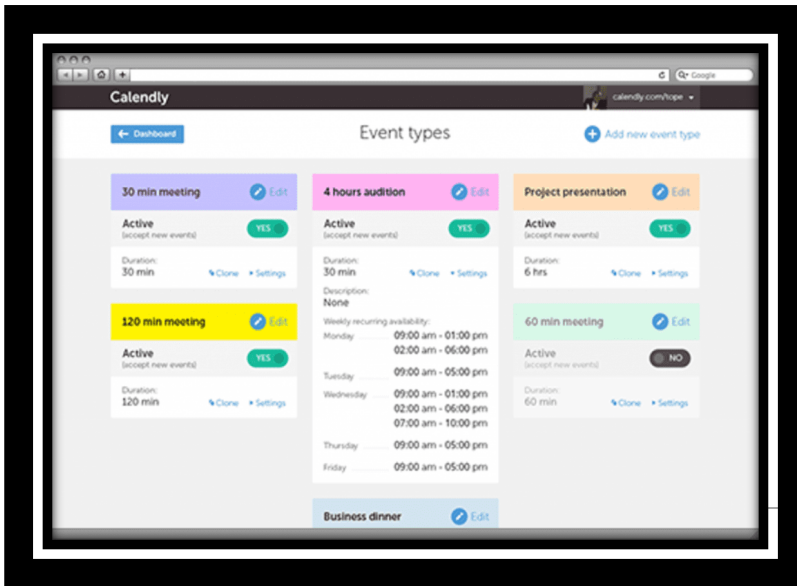


NOTABLES:

- ✓ AN ABILITY TO ADD, EDIT, AND DELETE EVENTS
- ✓ THE COLLABORATIVE ASPECT OF EVENTS
- ✓ SCHEDULING THAT MAY NEED TO BE BACKED UP WITH HANDWRITTEN NOTES (AT LEAST SOME OF THE TIME)

Cool Google Calendar Application:

Invite Others to Join Your Business Calendar Using Calendly!



USE CALENDLY AS AN INVITE TO YOUR CALENDAR
LINK IT TO YOUR BUSINESS WEBSITE OR EMAIL EASILY!

Google Meet



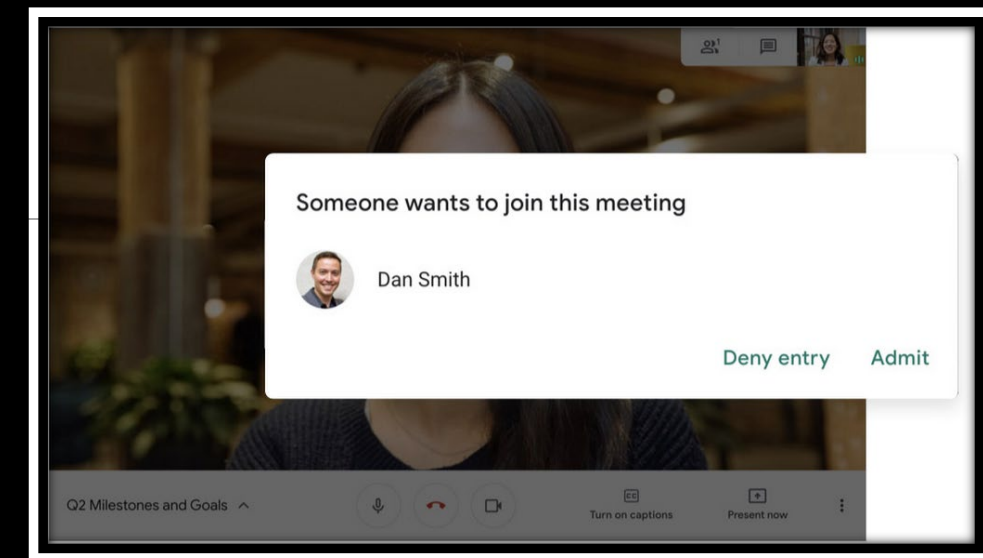
TOP USES:

- ✓ MEETING WITH OTHERS FOR BUSINESS OR PERSONAL REASONS
 - ✓ SMALL GROUP MEETINGS WITHIN AN ORGANIZATION OR BETWEEN ORGANIZATIONS
-
- ✓ **TRUSTED FACE-TO-FACE MEETING APP FOR PROFESSIONAL AND PERSONAL USE**

Google Meet Interface

NOTABLES:

- ✓ LIMITED PHONE SCREEN TOOLS AND EASE OF ACCESS COMPARED TO COMPUTER
- ✓ USABILITY WITH BOTH ANDROID AND APPLE USERS
- ✓ GREAT APP FOR SIMPLE CONVOS OR BUSINESS MEETINGS, MUCH LIKE ZOOM, JUST MORE STREAMLINED THROUGH GOOGLE



Cool Google Meet Application:

FaceTime your iPhone Buddies on
your Samsung/Google Phone



+



**SIMPLY HAVE THEM DOWNLOAD
THE GOOGLE MEET APP
ON THEIR IPHONE**

Google Docs

TOP USES:

- ✓ **CREATING TEAM DOCUMENTS AND DRIVES**
- ✓ **COLLABORATING ON SHARED DOCUMENTS AND DRIVES**

- ✓ **CREATING QUICK-FORMING AND CONSTANTLY-UPDATED PERSONAL AND BUSINESS DOCUMENTATION**

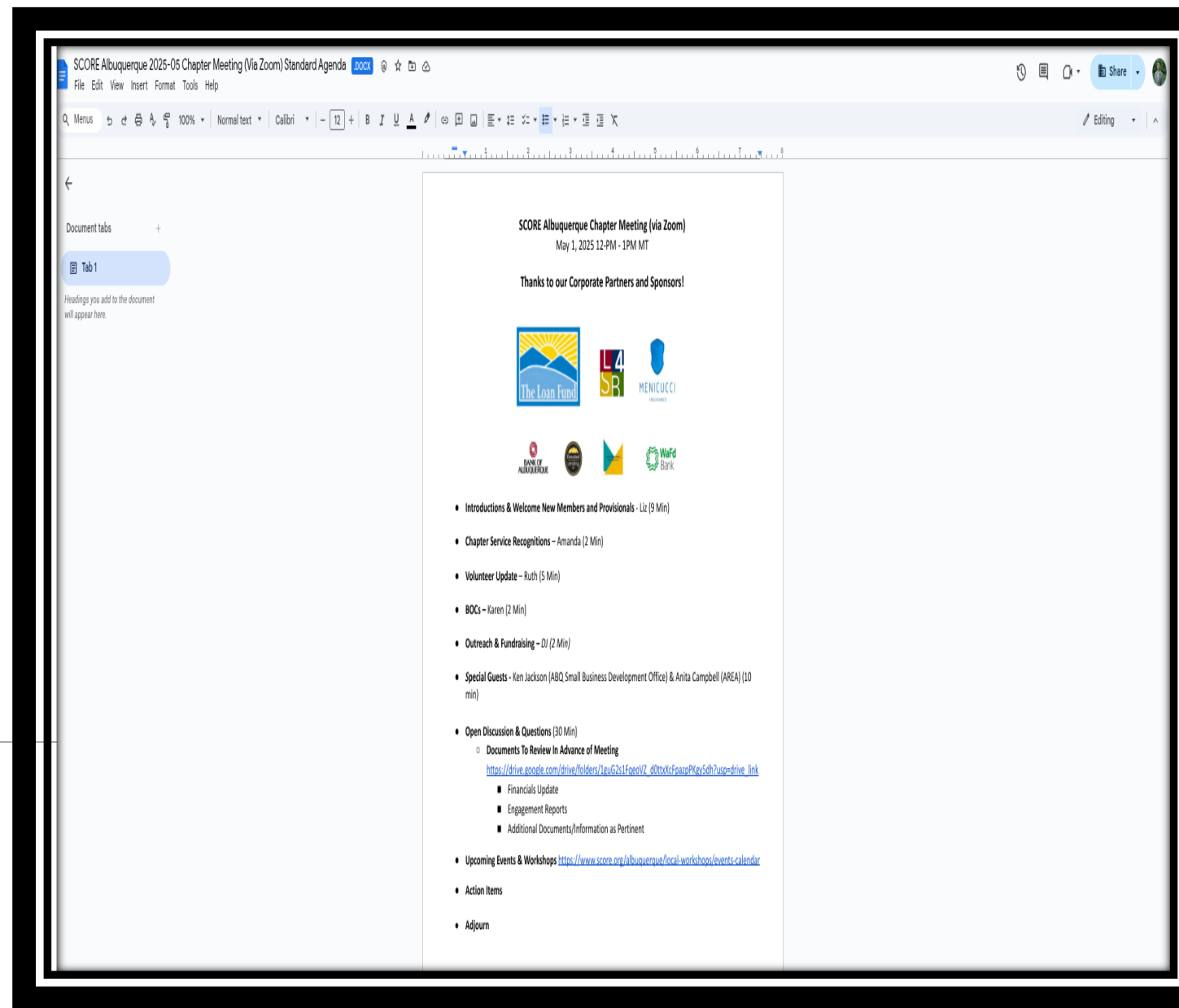


Google Docs

Google Docs Interface

NOTABLES:

- ✓ WORD PROCESSOR ONLINE WITH AN ABILITY TO SHOW EDITS OR MAKE CHANGES
- ✓ COLLABORATIVE AND OFFERS LIVE UPDATES
- ✓ GREAT WAY TO BRING IDEAS TOGETHER AND ALSO TO MAKE REAL, COLLABORATIVE DOCUMENTS FOR YOUR BUSINESS OR ORGANIZATION



Google Docs Pro's & Con's

PRO'S

- ✓ COLLABORATION WITH OTHERS
- ✓ LIVE UPDATES CAN BE REALLY HELPFUL/GOOD
- ✓ EASE OF ACCESS WITH GOOGLE DOCS

CON'S

- ❖ LACK OF TRUE DOCUMENT PRIVACY
- ❖ UPDATES FROM OTHERS CAN BE PROBLEMATIC
- ❖ MICROSOFT WORD IS A BETTER APPLICATION OVERALL

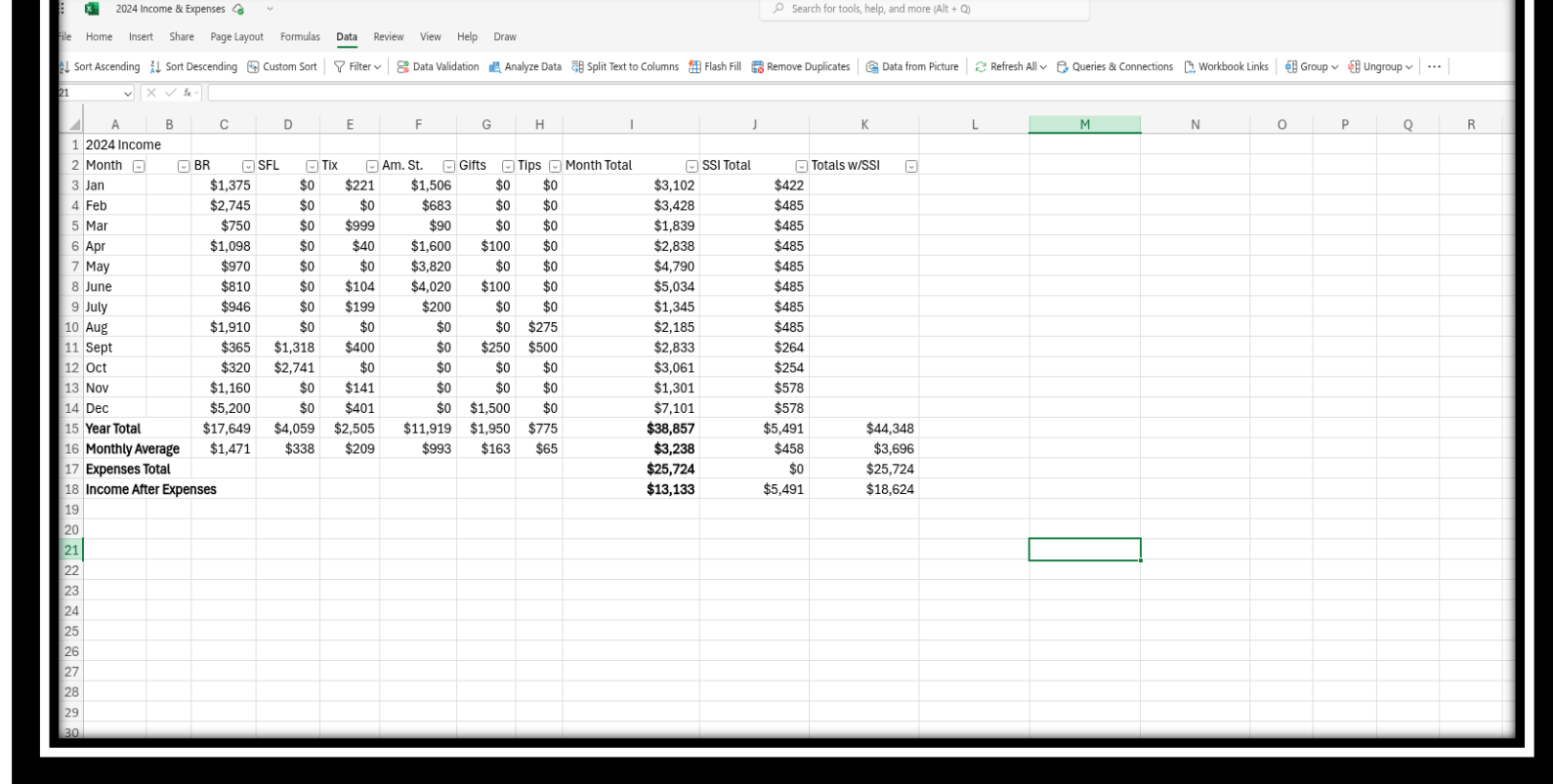
Google Sheets



TOP USES:

- ✓ **INFORMATION AND DATA STORAGE AND USE**
 - ✓ **GREAT LIST ORGANIZER**
 - ✓ **EXTREMELY POWERFUL DATA USAGE TOOL**
-

Google Sheets Interface



The screenshot shows a Google Sheets spreadsheet titled "2024 Income & Expenses". The spreadsheet is organized into columns for months (Jan-Dec), various income sources (BR, SFL, Tix, Am. St., Gifts, Tips), and totals (Month Total, SSI Total, Totals w/SSI). The data is as follows:

Month	BR	SFL	Tix	Am. St.	Gifts	Tips	Month Total	SSI Total	Totals w/SSI
Jan	\$1,375	\$0	\$221	\$1,506	\$0	\$0	\$3,102	\$422	
Feb	\$2,745	\$0	\$0	\$683	\$0	\$0	\$3,428	\$485	
Mar	\$750	\$0	\$999	\$90	\$0	\$0	\$1,839	\$485	
Apr	\$1,098	\$0	\$40	\$1,600	\$100	\$0	\$2,838	\$485	
May	\$970	\$0	\$0	\$3,820	\$0	\$0	\$4,790	\$485	
June	\$810	\$0	\$104	\$4,020	\$100	\$0	\$5,034	\$485	
July	\$946	\$0	\$199	\$200	\$0	\$0	\$1,345	\$485	
Aug	\$1,910	\$0	\$0	\$0	\$0	\$275	\$2,185	\$485	
Sept	\$365	\$1,318	\$400	\$0	\$250	\$500	\$2,833	\$264	
Oct	\$320	\$2,741	\$0	\$0	\$0	\$0	\$3,061	\$254	
Nov	\$1,160	\$0	\$141	\$0	\$0	\$0	\$1,301	\$578	
Dec	\$5,200	\$0	\$401	\$0	\$1,500	\$0	\$7,101	\$578	
Year Total	\$17,649	\$4,059	\$2,505	\$11,919	\$1,950	\$775	\$38,857	\$5,491	\$44,348
Monthly Average	\$1,471	\$338	\$209	\$993	\$163	\$65	\$3,238	\$458	\$3,696
Expenses Total							\$25,724		\$25,724
Income After Expenses							\$13,133	\$5,491	\$18,624

NOTABLES:

- ✓ EXCEL SHEETS ALLOW FOR EASY INFO AND DATA STORING/MINING
- ✓ CAN BE AS COLLABORATIVE AS A GOOGLE DOC, ETC.
- ✓ ESPECIALLY GREAT AS A FINANCE AND LIST ORGANIZATION TOOL

Cool Google Sheets Application:

Easily Utilize Sort & Filter in Google Sheets

PROCESS:

1. MAKE SURE TOP ROW IS LISTED CATEGORIES
2. HIGHLIGHT TOP ROW
3. SELECT DATA THEN FILTER
4. YOU CAN NOW FILTER BASED ON CATEGORIES

[illegible]

Google Slides



TOP USES:

- ✓ PRESENTATION OF IMPORTANT PERSONAL OR BUSINESS FACTS AND FIGURES
 - ✓ AN ABILITY TO SHOW AND TELL FOLKS THAT ARE INTERESTED IN YOUR BUSINESS AND/OR TOPIC
-
- ✓ AN EFFECTIVE MODE OF PRESENTATION FOR MOST ALL BUSINESS SETTINGS

Google Slides Interface

NOTABLES:

- ✓ MAIN SLIDE FEATURE SCREEN
- ✓ LEFT PANEL OF SLIDES
- ✓ AN ABILITY TO DO A HOST OF THINGS TO SPICE UP YOUR PREZI (DESIGN, BACKGROUNDS, PICTURES, UNIQUE FONT CHOICES, ETC.)



Google Drive

TOP USES:

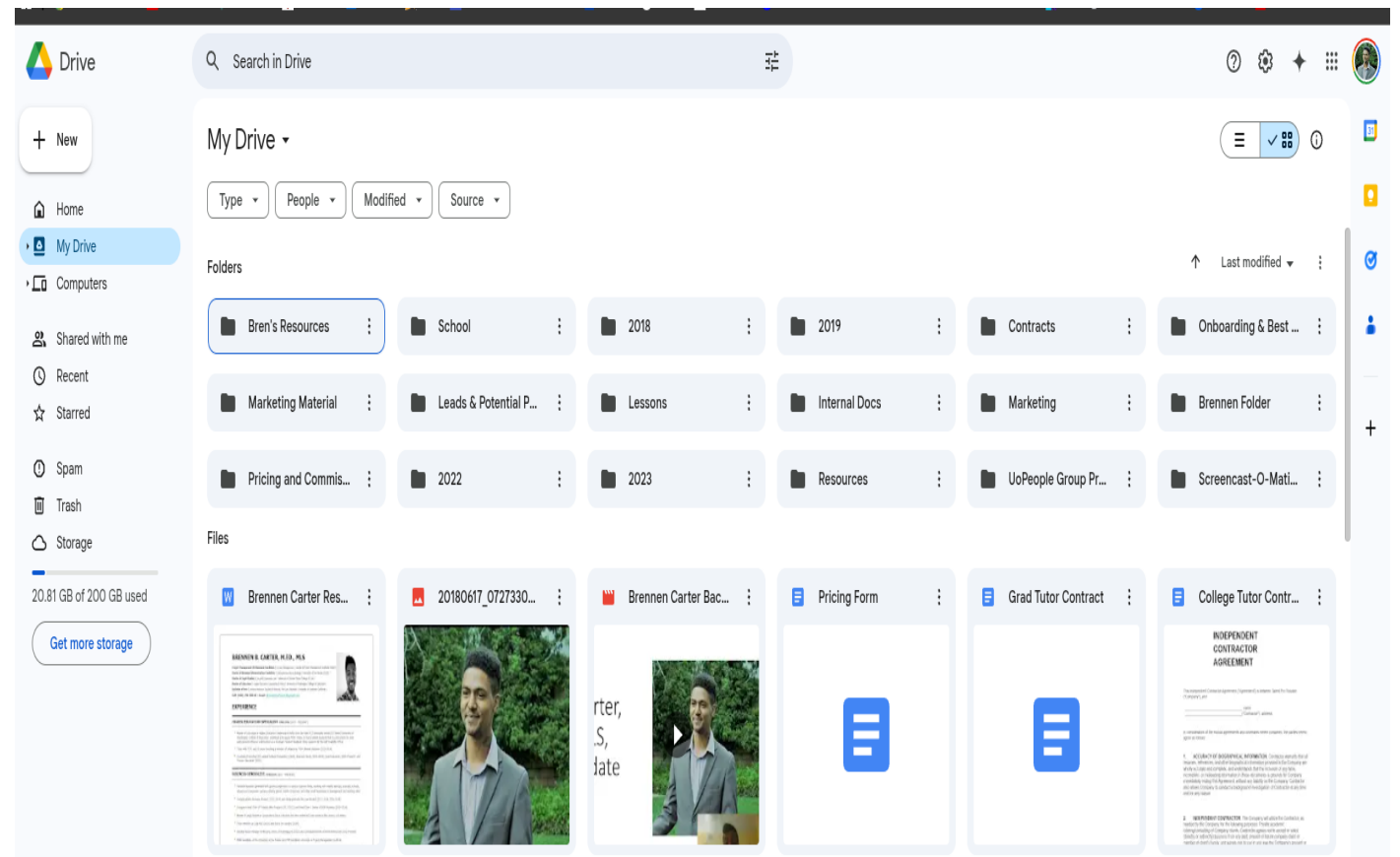


- ✓ AN ABILITY TO STORE, ORGANIZE, AND KEEP FILES
 - ✓ CAN BE INTEGRATED BEST WITH A MICROSOFT ONE DRIVE OR APPLE ICLOUD BACKUP USED IN ADDITION
 - ✓ CAN BE USED AS A HOLDING TANK FOR ALL SORTS OF BUSINESS AND PERSONAL RECORD KEEPING NEEDS
-
- ✓ **AN EFFECTIVE MODE OF ORGANIZATION AND FILE KEEPING FOR BUSINESSES, NONPROFITS, AND INDIVIDUALS**

Google Drive Interface

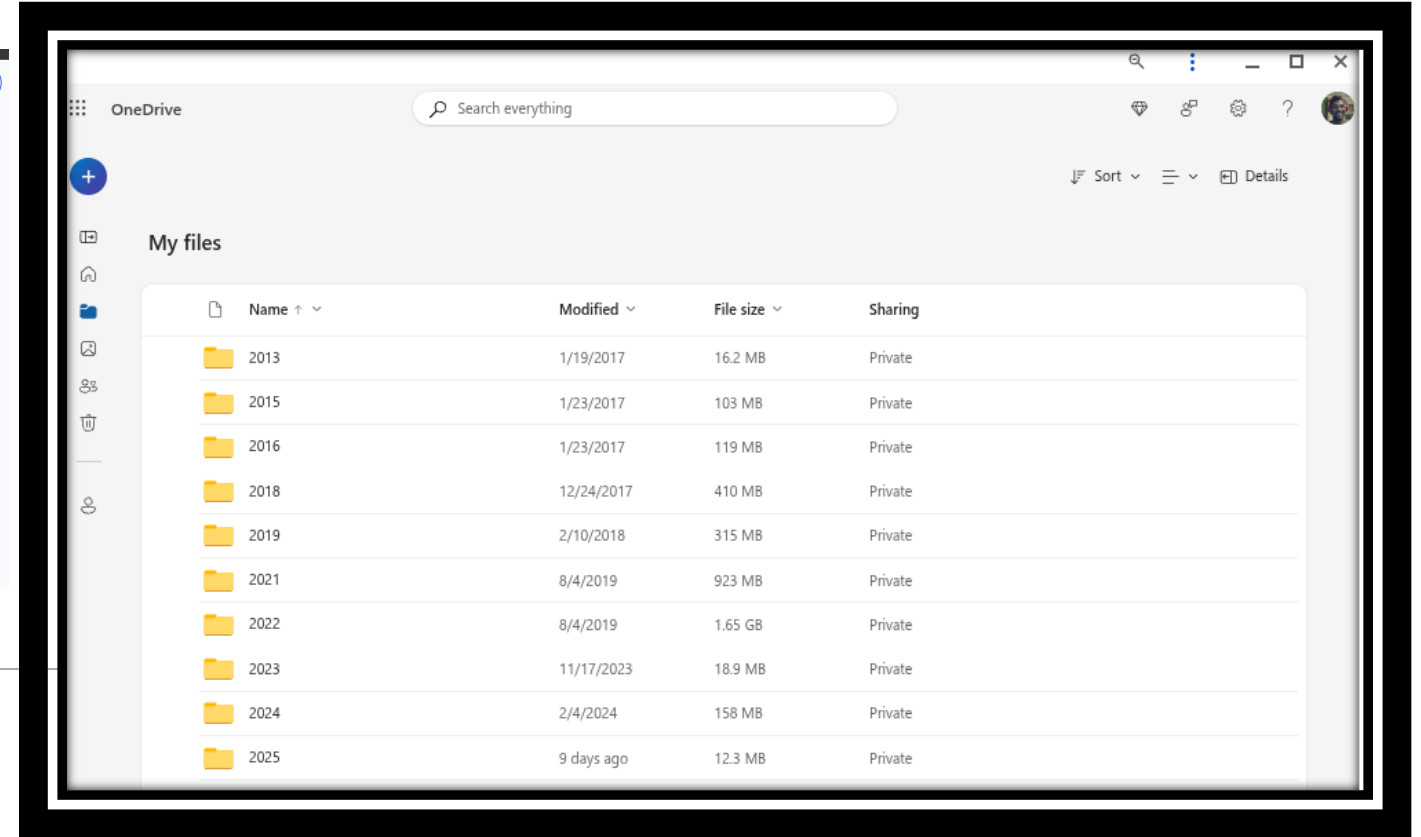
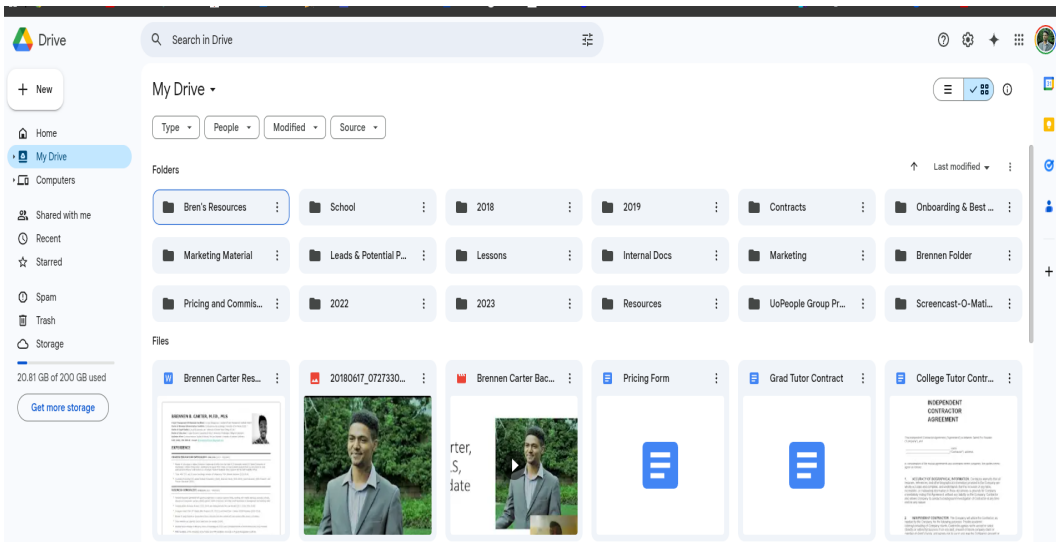
NOTABLES

- ✓ AN ABILITY TO ADD FILES OR FOLDERS
- ✓ FILES CAN BE DOCS, PICTURES, EXCEL SHEETS, PRESENTATIONS, ETC.
- ✓ **GOOGLE DRIVE IS FREE WITH GOOGLE AND CAN BE UPGRADED WITH EXTRA GOOGLE ONE STORAGE IF NEEDED OR DESIRED**



Google Drive Application:

Organize your Drive with Folders by Type or Time Period



**EITHER WORKS
JUST FINE! :)**

The Importance of Hand-Written Notes



HAND-WRITTEN NOTES ARE AN ALMOST NECESSARY PART OF ANY TIME/PROJECT MANAGEMENT SCHEME

HANDWRITTEN-NOTES CAN BE:

- ✓ *Helpful in many ways*
- ✓ *A back-up source of restructuring organization and organizational processes*
- ✓ *Better for things like personal calendars or gauging time periods (Summer, Winter, etc.)*
- ✓ *Integrated successfully into a Google, Apple, or Microsoft system*

The End



**TIME/PROJECT MANAGEMENT
& GOOGLE SUITE
WITH BRENNEN (SCORE ABQ)**

Best Contact(s) for Me

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