



Cue the Confetti:

Getting More Done With Less

Fall 2025 State/Regional Association Meetings

NACS National Association
of College Stores



Brought to
you by the



Related Industry Standards

*Campus stores must be **structured and resourced to balance efficiency and effectiveness**...* (PART 2 PROGRAMS & SERVICES, PG 7)

*Campus store leadership must encourage others to contribute to the **well-being and effectiveness** of the unit and institution*
(PART 6 LEADERSHIP, PG 19)

Sound familiar?



Did You Know...

Forbes



66%

experiencing *burnout*
and feeling *overwhelmed*
with work



79%

employees with *increased*
stress and anxiety

Did You Know...



7

average of extra hours worked
per week **due to understaffing**

SRM



30%

of customer satisfaction drops when
employees are burned out,
reducing productivity and quality

FROM YOUR COLLEAGUES

"I would like to be more organized and efficient."

"I need help in this area as times are changing."

"I am excited to see what others have to share."

"I've been dragged kicking and screaming..."

How To Get More Done With Less?

Let's Explore Ideas!

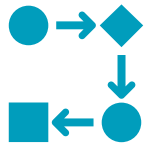
- ✓ What resonates with *you*?
- ✓ Where is *your* growth area?
- ✓ How can *you* improve?



Today's Plan



Prioritize



Systemize



Customize



+ Sharing
+ Celebrating

Everyone (& Every Campus) Is Different





Prioritize

(TASK & TIME MANAGEMENT)

“The key to productivity lies not in the number of tasks completed, but in the focus and alignment with your overall goals.”

-Alpha Leaders, Instagram, Aug 2025



Tasks: Good News & Bad News

People with checklists...

Complete work

40%

faster

99%

are doing it
wrong!

-Dan Murray, Productivity Expert and Daniel Pink, Bestselling Author



Effective Checklists

- ✓ Write it down
- ✓ Don't overload it
- ✓ Review & revise



Nathan W Pyle ✓
@nathanwpyle

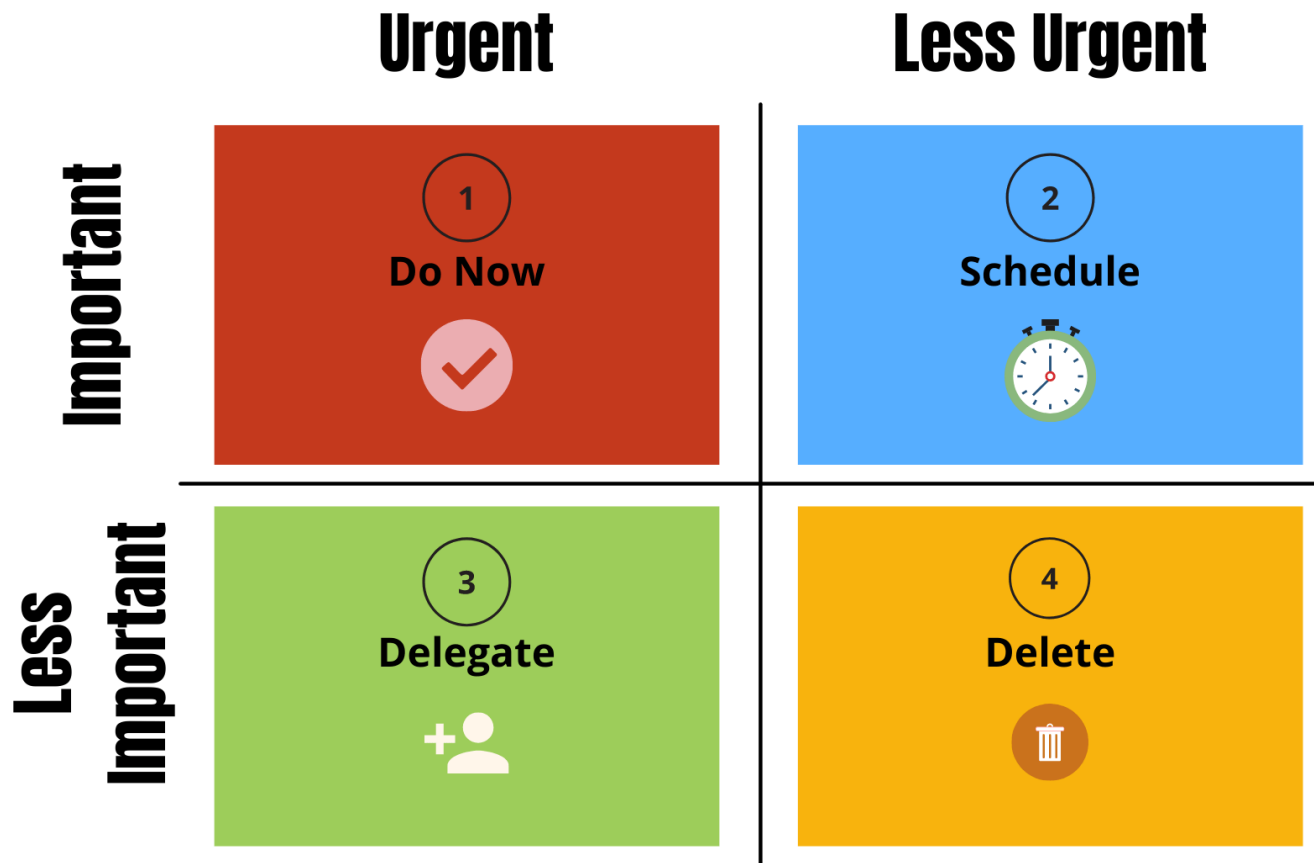
6/10

if you have several tasks that must be done immediately, try this:

Make a list of the tasks and rank them in order of importance

Now rank them in order of how long they take

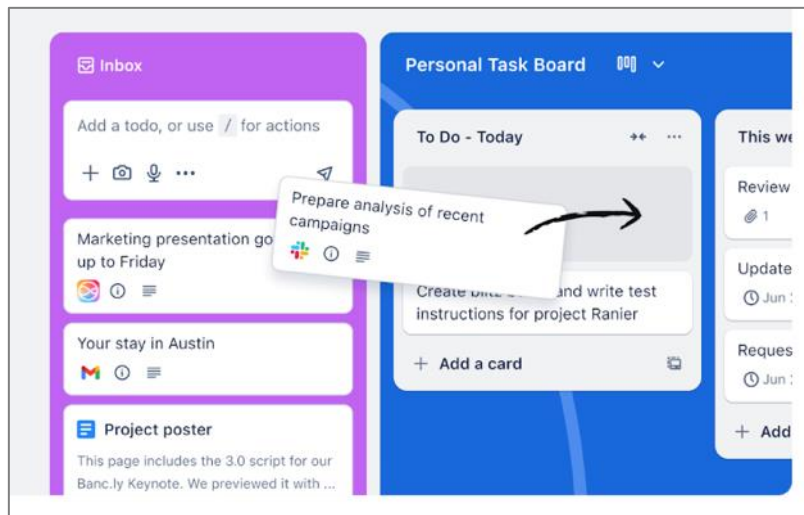
This will take an hour and by this point it will be too late to do one of the tasks. Cross that one off



FROM YOUR COLLEAGUES



CAPTURE, ORGANIZE, AND
TACKLE YOUR TO-DO'S



“Every single task is labeled...Many of the individual tasks have sub-lists of things to do so no details fall through the cracks.”

Sarah Whitscell, Cedarville University

VIBE CHECK



What's one
task at work
you wish took
less time?

TIME MANAGEMENT TECHNIQUES TO EXPLORE

Structured

- Pomodoro *Timer for 25 minutes / Take 5 minute break*
- Time Blocking *Dedicate chunks on calendar for specific tasks*
- Daily Top 3 *Identify 3 must-complete tasks each morning*

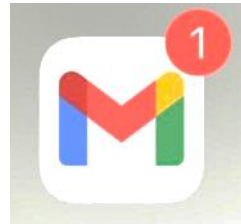
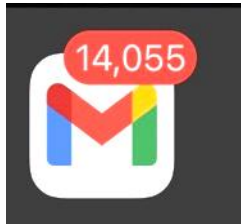
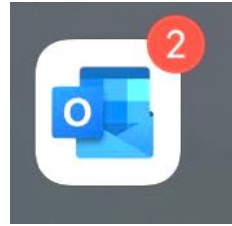
Flexible

- Eat That Frog *Do the hardest thing first*
- Pareto Principle *Identify 20% of tasks that drive 80% of results*
- Flowtime *Work with your natural rhythm*
- Customer-centric *Ask “Will this improve the customer experience today?”*

Email



or



Tips

- ✓ Use 2-min rule or OHIO
- ✓ Unsubscribe ruthlessly
- ✓ Archive, don't delete
- ✓ Filter, file, flag

More on Email



- ✓ Use schedule feature
- ✓ Turn off notifications
- ✓ Use as your task list



Calendars



- ✓ Use colors, reminders, etc.
- ✓ Block for deep work
- ✓ Set recurring OOO slots
- ✓ Streamline by sharing
- ✓ Schedule “life”

I schedule my thinking time.

Because brilliance needs breathing room.

Meetings

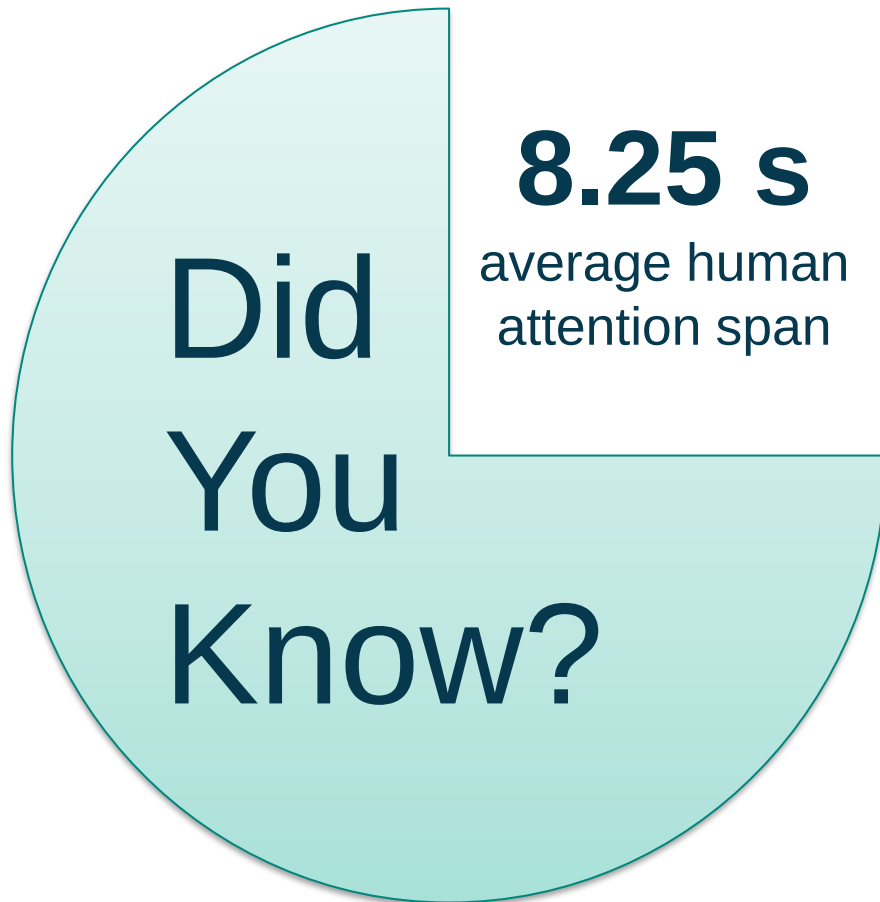
**I decline meetings with
no agenda.**

If you don't know why we're
meeting, I'm not coming.



 Calendly

- ✓ Challenge default time
- ✓ Block prep & recovery time
- ✓ Batch similar meetings
- ✓ Automate when you can





Did You Know?





Did You Know?

15-20 m

average
attention span
at conferences

LIFESTYLE

Attention spans are dropping, research shows: Here's how to help keep focused

NEW YORK POST

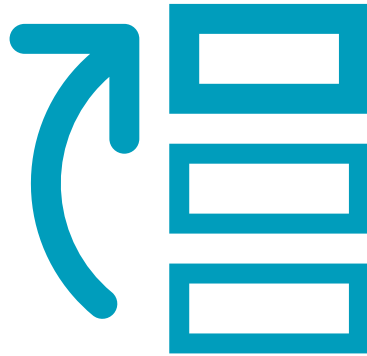


Reduce Distractions

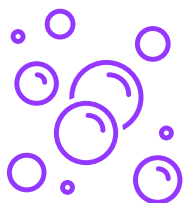
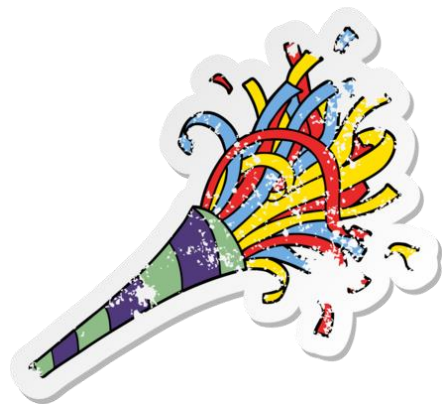
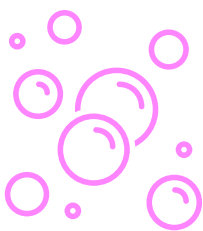


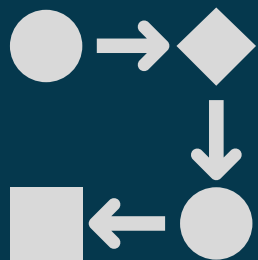
- ✓ Declutter phys. & dig. spaces
- ✓ Cut the perfectionism
- ✓ Minimize multi-tasking
- ✓ Audit interruptions

How do YOU Prioritize?



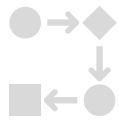
Cue the Confetti!





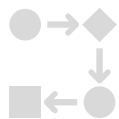
Systemize

(WORKFLOWS & AI)

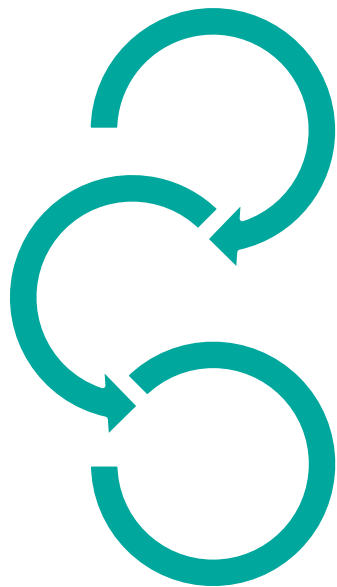


SYSTEMIZE: From Chaos to Choreography

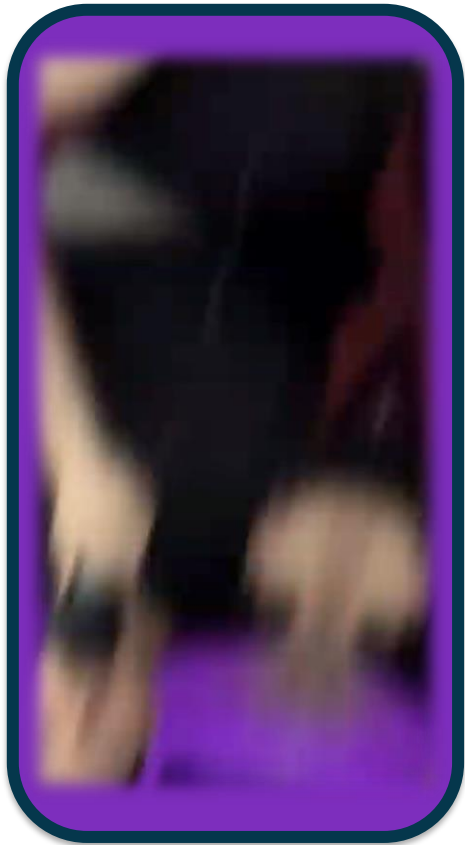
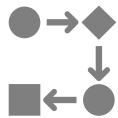




SYSTEMIZE: Workflows



- ✓ Create repeatable workflows
- ✓ Automate the obvious
- ✓ Leverage project mgt tools
- ✓ Batch your work
- ✓ Document once, benefit often



Scribe⁼⁼

- ✓ Document & share any process or routine task
- ✓ Build onboarding docs
- ✓ Automatic step instrux

FROM YOUR COLLEAGUES



PROJECT MANAGEMENT TOOL
WHERE YOUR TEAM AND AI
COORDINATE WORK TOGETHER

The screenshot shows the Asana interface for a project titled "Spring 2025 Promotions". The tasks are listed in a table with columns for Name, Assignee, Due date, Notes, and Event Type. The tasks include various promotional activities like surveys, social media posts, and events, each assigned to a team member with a due date.

Name	Assignee	Due date	Notes	Event Type
Student Watch Survey	Athens Xiong	Feb 17		
Subdomain	Athens Xiong	Mar 3		
New Hyper & Vice	Athens Xiong	Mar 10		
New Buffs Gear for Spring Break	Caleigh Del...	Mar 17		
Spring Break Hours Signs	Athens Xiong	Mar 18		
NEW Camp Shirts and Baseball Jersey	Athens Xiong	Mar 21		
NEW Postcards	Caleigh Del...	Mar 21		
Spring Game/football Jersey Sale	Grant Spencer	Apr 1		
Admitted Student Day	Caleigh Del...	Apr 2		
Admitted Student Weekend Hours Signs	Athens Xiong	Apr 2		
Student Appreciation Event	Athens Xiong	Apr 14		
Cooking/Activity Book Update & Print	Athens Xiong	Apr 17		
NEW Subdomain	Athens Xiong	Apr 21		
Earth Day	Athens Xiong	Apr 25		
Take Your Kid to Work Day	Grant Spencer	Monday		
Cap Decorating	Athens Xiong	Monday		
Gifts for Moms, Dads & Grads	Athens Xiong	Monday		

“Asana – for marketing team project management: due dates, content details, editing tools, approvals, etc.”

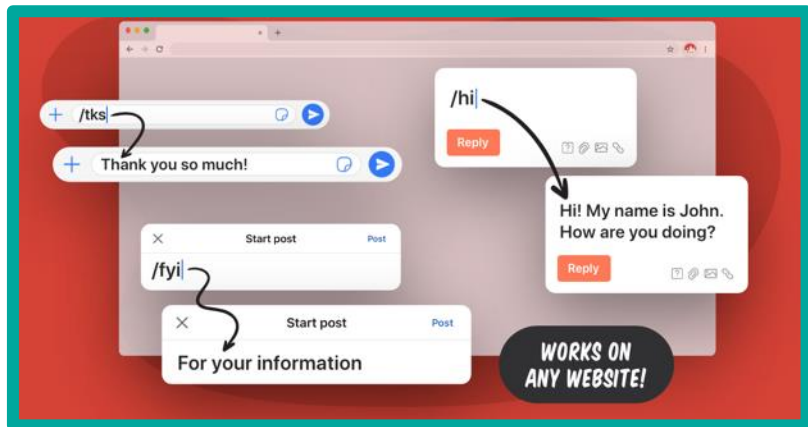
Allison Hartel
CU Book Store,
University of Colorado Boulder

FROM YOUR COLLEAGUES



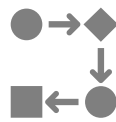
TextBlaze

CREATE TEXT SHORTCUTS TO
ELIMINATE REPETITIVE TYPING



*“My favorite is TextBlaze!
This chrome extension is **free**
and allows me to use a
keyboard shortcut to enter
text I commonly need.”*

Meghan Smith
Aztec Shops, San Diego
State University



Explore AI & Stay Informed



The Rundown AI



Mindstream

 The Rundown AI

Together with NACSt

In today's AI rundown:

- Altergo's "near-telepathic" AI wearable
- Microsoft eyes Anthropic's Claude for Office 365
- Create miniature product photos with Nano Banana
- Claude gains new file creation capabilities
- 4 new AI tools, community workflows, and more

LATEST DEVELOPMENTS

AI WEARABLES

🧐 [Altergo's "near-telepathic" AI wearable](#)



SDSUGPT

Get the Most from Generative AI

1. Craft Strong, Specific Prompts

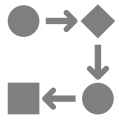
2. Iterate and Refine

3. Use It for What It's Good At

4. Stay in the Driver's Seat

5. Experiment Boldly, Evaluate Honestly





Make What Works Work Better

- POS
- Tech & platforms
- eCommerce
- Back office & routines



FROM YOUR COLLEAGUES

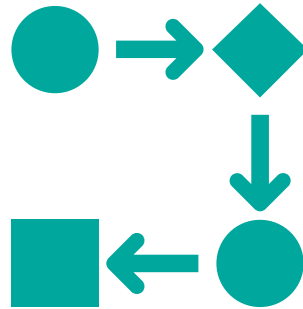
 Suite



*“How we stay productive is by **building relationships with pretty much anyone we can...plus shared materials within the Google Suite are a lifesaver for **collaboration and a central location to track progress.**”***

Ben Compton
Aztec Shops, San Diego State University

How do YOU Systemize?





Customize

(ENERGY & MOTIVATION)



Tailor to Fit Your Reality



- ✓ Adapt to your style & strengths
- ✓ Flex your formats
- ✓ One size does *not* fit all



When You Work Matters

CHRONOTYPE

***INTERNAL
CLOCK***

***CIRCADIAN
RHYTHM***



***NATURAL
INCLINATION***



Lion



**Best time for deep work
6am – 12pm**



- *Block a.m. for strategic work
- *Schedule admin tasks in pm
- *Avoid late-night work



productivity tips



Dolphin



**Best time for deep work
10am – 2pm**

- *Use early mornings and late evenings for lighter tasks
- *Prioritize a relaxing bed routine



productivity tips



Bear



**Best time for deep work
10am – 2pm**



- *Protect late a.m. for focus work
- *Take a break after lunch
- *Finish demanding tasks before late afternoon

productivity tips



Wolf



Best time for deep work 4pm – 10pm

- *Start with light tasks
- *Block afternoons for focus work
- *Use late evenings for creative and strategic work



productivity tips



VIBE CHECK





Stay Motivated

- ✓ Take micro breaks
- ✓ Protect off-hours
- ✓ Instill team fun
- ✓ Celebrate wins

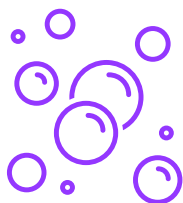
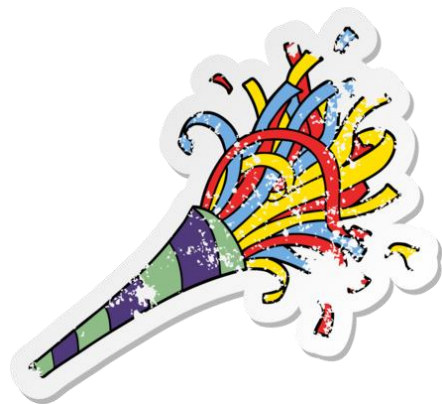
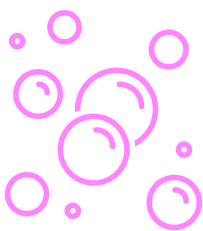


Putting It All Together



Mel Robbins,
"Real Productivity:
Focus on What Matters"
3/2025, YouTube

Cue the Confetti!





Thank You!

NACS.org

Education@NACS.org



NACS National Association
of College Stores

