Advisor
Organization Tips

This infographic outlines organization tips to aid advisors in creating an efficient workspace. Contact Ashley Blake, ablake@k-state.edu, with any questions.

01 Bookmark frequently visited websites

K-State homepage	Advisor Training & PD	KSIS
Navigate	OneDrive	Class Search classic
Class Search fluid	Catalog	KSIS Help for Students
IT Service Desk	Admissions	Financial Aid
Registrar	Veterans Affairs	Slate

02 Pin to taskbar frequently used apps

File Explorer	Snipping Tool	Teams
Outlook	Chrome	Zoom

03 Create a smooth search process

Outlook Inbox
- Create a 'Students' folder and a subfolder for each student.
- Move received *and* sent messages to their folder. This habit takes a few extra seconds but can save a lot of headaches when needing to refer to the latest conversation with a student.
- Consider a folder for your department and college information, committees, advisor forum, etc.

OneDrive
- Create folders for Advising, Committees, Professional Development, Goals and Evaluations. This is a great way to keep meeting notes and shared documents organized.

04 Store frequently typed messages

QuickParts (desktop version of Outlook only)
1. Open new email. Enter frequently used message, then highlight all text.
2. Click Insert, QuickParks, Save Selection to QuickPart Gallery.
3. To use next time, open a new email. Then click Insert, QuickParts, and select the text you'd like to add.

AutoText (desktop version of Outlook only)
1. Open new email. Enter frequently used message, then highlight all text.
2. Click Insert, QuickParts, AutoText, Save Selection to AutoText Gallery.
3. To use next next time, open a new email, start typing by AutoText title, and the preview will populate. Hit enter.