

“Cue the Confetti” Session Resources

The resources and links complement the session presented during state and regional association meetings.

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Related CAS Campus Store 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)

PRIORITIZE: Task & Time Management

Related CAS Campus Store Standards

- *Campus stores must be guided by a set of written goals directly related to its stated mission, priorities, institutional core values, and expectations. (GS 2.1.1)*
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“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)

• Task Management

- Dan Murray, “How to Make Better Checklists,” [LinkedIn](#)
- Daniel Pink, “5 Productivity Hacks in 57 Seconds,” [Instagram](#)
- Julia Arndt, “Success Without Burnout,” [Instagram](#)
- ★Recommended by Sarah Whitscell, Cedarville University Campus Store: “I am extremely dependent on [Trello](#)! Many of the individual tasks have sub-lists of things to do so no details fall through the cracks. We also use Trello boards for our whole team to collaborate on for events.”
- ★Recommended by Julie Banks, University of Dayton Retail Operations: “For remote working groups, I like Trello boards to assign tasks and make sure everyone stays on the same page...I also use digital sticky notes to keep things top of mind.”

• Eisenhower Matrix

- ★Tips from Melissa Peterson, UMASS Store: “I prioritize by handling the quickest or most urgent items first, allowing me to reserve the majority of my time for more complex or time-consuming projects. I attended a training on The 7 Habits of Highly Effective People, where we discussed strategies, including categorizing tasks into four quadrants. I have been working to incorporate this framework into my daily routine.”
- Important & Urgent: tasks to do right now
 - They require immediate attention and have significant consequences
 - Examples: fixing a critical software bug in your POS, addressing a customer’s complaint, or managing out of stock items
- Important But Not Urgent: things you can schedule for later
 - Although they contribute to your goals, they don’t demand immediate attention and should be blocked on your schedule for focused completion
 - Examples: creating a marketing calendar, developing staff training, analyzing sales data and trends
- Urgent But Not Important: time sensitive things
 - Delegate tasks because they shouldn’t require your specific expertise
 - Examples: restocking products, deep cleaning or organizing shelves, handling customer service requests, or running errands
- Not Urgent & Not Important
 - If that’s the case, then can likely remove them from your list altogether
 - Examples: mindlessly checking social media during work hours, engaging in unnecessary meetings

- **Time Management Techniques**

- **Pomodoro** – Use a timer to work for 25-minutes (straight through, nothing else), then take a 5-minute break. Watch how much you get done.
- **Time Blocks** – Schedule dedicated chunks of time for specific tasks or types of work. This creates boundaries and aligns with your priorities.
- **Daily Top 3** – Take time each morning to choose the three tasks that must be completed and just focus on them. An example might be to 1-place reorders, 2-meet with a vendor rep, and 3-prep for the weekend promotion. Then, at the end of the day, whatever may have occurred, you can be sure to have completed at least the 3 things you set out to do!
- **Eat That Frog** – Do the hardest thing first, specifically in the morning to build momentum and reduce procrastination. It's named after a quote from Mark Twain, "If you have to eat a frog, do it early!" 😊
- **Pareto Principle** – Identify the 20% of tasks that drive 80% of the results. Prioritize these over any low-impact activities. Eliminate busy work and redirect your energy to high-impact tasks (which may involve delegating some of those other tasks).
- **Flowtime** – Understand your natural rhythm of work: take breaks when you're distracted or fatigued and be sure to track your days so you can discover your peak productivity windows.
- **Customer-centric** – For every task, adjust your mindset and ask if that specific task will improve your customers' experiences today. For example, fixing a broken fitting room mirror might be more important than updating signage for an upcoming campaign. Being customer-centric is adaptable and requires you to keep your daily tasks focused on what's most important from day to day.

- **Email Management**

- ★ Recommended by Roger Dean, The BYU Store: "When I receive an email that I need to devote some time to, I try to drag and drop it to my calendar and set up an appointment to block out the time. Also, a few years ago, I started using the automated feature in Outlook for 'Focused Time' – it sets aside two hours every day. I even have a note that says "Focused—please do not disturb" that I put on my door when it's vital I remain uninterrupted."
- Julia Arndt, "Success Without Burnout," [Instagram](#) "I pause before replying to chaos. Emotions don't belong in my outbox."
- ★ Tip from LuAnne Kelly, Memorial University of Newfoundland: "I use my email inbox as a guidepost for priorities and carve out time to review and respond. Items stay in my inbox until the project or response is concluded. Then I have a filing system in place where I move items that are completed."
- [Fyxr.ai](#)
- [Unroll.me](#) – Get rid of promotional emails and do an inbox detox in seconds. This site helps determine all of the email subscriptions you have and puts them in a list. Then either click unsubscribe, keep in inbox or "roll up" each item. Items that are rolled up arrive in one email once a day.
- [Boomerang for Gmail](#) - ★ Recommended by Meghan Smith, Aztec Shops – "This connects to my Gmail and allows me to schedule an email return. I can also pause my inbox when I need time without new emails popping up."

- **Calendars**

- ★Tip from Roger Dean, The BYU Store: “When I receive an email that I need to devote some time to, I try to drag and drop it to my calendar and set up an appointment to block out the time. Also, a few years ago, I started using the automated feature in Outlook for ‘Focused Time’ – it sets aside two hours every day. I even have a note that says “Focused—please do not disturb” that I put on my door when it’s vital I remain uninterrupted.”
- Julia Arndt, [@peakperformancewithjulia](#), Instagram:
 - I say no with context, not apology. “I’d love to help, but my plate’s full. Let’s revisit..”
 - I protect my energy hours. No meetings. No pings. Just deep work and do-not-disturb.
 - I schedule my thinking time. Because brilliance needs breathing room.
- ★Tip from Tara Richardson, Kishwaukee College: “Since we have a small team, I have a yearly schedule of my food trucks that I keep in place for our marketing team so they know who is here when. That calendar and schedule is shared with other departments.”
- Macbook Hacks, [@mac_hackss](#), Instagram

- **Meetings**

- [Calendly](#)
- [FindTime](#), an add-in for Microsoft Outlook
- ★Recommended by Genta Guitron, MSU Bookstore: “I use a variety of tools to keep me organized, including [SessionLabs](#).”
- ★Tips from Andy Dunn, Lope Shops: “I use my Outlook calendar to book all my meetings, events, sales, etc. and I have it synced to my phone. I also schedule prep time for any projects, presentations, assignments I’m personally working on. I color coordinate all appointments so I can easily know what I’m looking at...I also have two academic calendars on my wall, last year and current year, for a quick glance for all university events, store sales/promos, work travel, and sports. It also allows my boss, staff, and visitors to see everything happening, which helps them see and understand how busy my team and I are.”
- “5 Tips to Make Your 1:1s with Your Boss Highly Effective & Focused on Alignment, Clarity, and Progress” ([@leadershipsnacks](#), Instagram)
 1. Come with a Wins Snapshot - Briefly share recent key accomplishments or progress. Keep it focused and relevant. This builds credibility and momentum.
 2. Ask What You Need to Move Forward - Use this time to get clarity on roadblocks, decisions, or approvals. If you’re stuck, bring options and ask for input, not solutions.
 3. Check Strategic Alignment - Share your top 3 priorities and ask: “Do these align with what’s most important right now?” This shows you’re proactive and strategic.
 4. Ask for Direction, Not Just Feedback - Don’t wait to be evaluated. Ask: “What’s one area you think I could level up in next quarter?” It invites growth-oriented coaching.
 5. Close With a Quick Recap - End with a 30-second summary of key takeaways and next steps. This shows ownership and ensures nothing is missed.

SYSTEMIZE: Workflows & AI

Related CAS Campus Store Standards

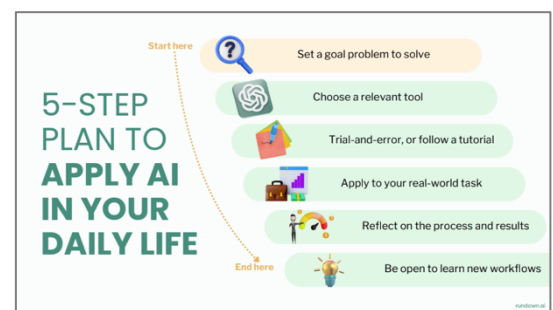
- *Campus stores must supplement the documentation provided by retail system providers with documentation of local practices, workflows, guidelines, and best practices that identify the specific way systems are used by the store to promote efficiency, consistency, and to support employee training and succession. (CST 11.3.1)*
- *Campus stores must consider efficiency of internal processes, offer optimal service to online customers, and ensure timely and accurate order fulfillment, including posting announcements impacting order processing due to temporary store closures, and supplementary eCommerce services offered such as in-store or curbside pickup, and order tracking. (CST 2.6.1.7)*
- *Campus stores must document policies and procedures related to shipping and receiving, including procedural and dress code requirements to minimize employee risk, proper use of equipment, procedures for receiving merchandise, including any that is damaged or defective, test scanning product bar codes, and other pertinent topics. (CST 2.6.2.3)*
- *Campus stores must establish and document procedures for opening and closing the store to minimize risk, secure assets, prepare retail systems as appropriate, supervise support staff entry and exit, and ensure the store is ready for operation. (CST 2.6.3.2)*

• Project Management

- [Asana](#) ★ Recommended by Allison Hartel, CU Book Store: for marketing team project management: due dates, content details, editing tools, approvals, etc. Allison also uses Microsoft [SharePoint Calendar](#) for easy reference to past store event information, store hours, weather, etc. “We use SharePoint calendars for vacation leave and time off, plus service requests can also be submitted for our IT, Operations staff, sign requests, etc.”
- [Monday.com](#) – “One AI Work Platform For Any Kind of Work”
- [Scribe](#) – “Instantly Capture & Share Your Team’s Knowledge with Smarter Documentation”
- [TextBlaze](#) (recommended by Meghan Smith, Aztec Shops and shared on the slide deck)
- ★ Tip from Terri Mitchell, Navarro College: “We partner with co-workers in other departments to help us with events. Placing people in these positions helps with reskilling and training, not only helping us cover our stores, but also building strong relationships across departments.”

• Artificial Intelligence

- The [Rundown AI](#) and [MindStream](#) daily e-news
- San Diego State University [AI Services web page](#)
- [Perplexity](#)
- [ChatGPT](#)
- Google [Gemini](#)
- Microsoft [Copilot](#) - ★ Recommended by Allison Hartel, CU Book Store: “Use for meeting availability/scheduling polls; refine marketing copy and/or business documents and emails; transcribe meeting notes; or summarize a long email.



CUSTOMIZE: Make It Personal

Related CAS Campus Store Standards

- *Campus store leaders must create a collaborative work environment of transparency, inclusiveness, and mutual trust by encouraging open communication between staff and leadership, investing time in listening to staff feedback, timely and appropriate response to employee inquiries and concerns, and engendering a sense of belonging for all. (CST 6.4.1)*
- *Campus store leadership must advocate for resources to address campus store and team member needs. (GS 6.4.5)*

"If you are feeling overworked, exhausted, and depleted, the first step is to let go at work and take care of yourself. Though it may feel like breaking away from the office could be deadly to your career, embracing your work/life balance, even with something as simple and straightforward as catching up on your sleep, is actually one of the most effective ways to improve your productivity on the job" (Julie Morgenstern, Author).

"A strong environment will crush poor habits. Habits are only as strong as the environment they live in. If you want to change your life, change your habits. If you want to change your habits, change your environment. Stop having cookies in the pantry and expecting yourself to have 'will power.' Create an environment that supports your goals, not sabotages them" (Juan Bendana, CAMEX 2025 Guest Speaker).

- ★Tip from Roger Dean, The BYU Store: "Weekly Focused Reading – I set aside an hour each week where I find relevant books, articles, podcasts, etc. on subjects I want to learn more about or refine. I often share things I learn in meetings or emails in the weeks following."
- "Find Your Chronotype and Schedule Your Productivity," Nicole Replogle, 6/16/2025, [Zapier](#)
- "Chronotypes," Michael Breus, 1/23/2024, [Sleep Doctor](#)

ADDITIONAL Resources & References

Articles:

- "Job Burnout at 66% In 2025, New Study Shows," Bryan Robinson, 2/8/2025, [Forbes](#)
- "Here's How Bad Burnout Has Become At Work," BrightPlan, 4/30/2024, [SHRM](#)
- "Attention Spans are Dropping, Research Shows," Associated Press, 5/17/2025, [New York Post](#)
- "2025 U.S. Retail Industry Outlook," 1/21/2025, [Deloitte](#)
- "U.S. State of Commerce Report," 2/10/2025, [PMG.com](#)

Books:

- *Never Check Email in the Morning*, Julie Morgenstern
- *Manage Your Day-to-Day*, Jocelyn K. Gleib
- *The 7 Habits of Highly Effective People*, Stephen Covey

Social Media:

- John Maxwell, Leadership Author, Speaker, Trainer, Coach: [@johncmawell](#)
- Leadership Snacks: [@leadershipsnacks](#)
- Ginny Clarke, "[Eliminate Clutter](#)"
- Executive Leadership Coach: [@thrivewithcass](#) – "Work Boundaries I Set as a 35 Year Old VP"
- ClickUp Comedy [@clickupcomedy](#) – "Innovating Under Pressure"
- Abi Bouhaida: [@forgoodcode](#)
- Mel Robbins, "Real Productivity: Focus On What Matters," 3/2025, [YouTube](#)