



OkAND Best Practice:

Excel Task List- Red, Yellow, Green Light



Jennafer Logan MS, RD/LD, NASM-CPT
President Elect 2021-2022



2021-2022 Tasks



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A1 *fx* Task

	A	B	C	D	E
1	Task	Deadline	Status	Lead	Notes
2	Amanda Ford Fall event for board respond	July/August schedule			On hold - Maybe in January 2022 in-person board me
3	Secure Tulsa convention site Spring Convention 2024			Jennafer	
4	Amanda Morgan PR chair baby gift due December	11-15-21		Hollie	Will she have someone responding/ filling in on her be
5	Put in calendar for PR to Add market remind people to renewal Academy Membership	Begin in Jan 2022		Share with PR to do Jan-June of each year (as soon as you can renew Academy Membership)	Can we send this to PR to have them check the "mas calendar to ensure items are posted. Such as this top academy reminders. AND can we add this to the "mas calendar?
6	Vacant Positions Left			Hollie	Reimbursement Rep, Consumer Protection Coordinat State Reg Specialist, State Media Rep Emailed Miche Axtell asking and Pam Brummit asking 8/13. Asked pu policy 8/12 destiny Howard not an active member 8/
7	Updating position descriptions			Leadership	Final revisions with leadership and strategic team
8	Create D&I job description			Stephanie	Catherine included line in her position; need to add th to Past President description

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- Used in weekly OkAND Leadership Calls
 - President, President- Elect, and Executive Admin
- Housed on Shared Drive for easy access
- Addresses timeline, status, who is responsible, and next steps
- Clear and concise
- Keeps us on task
- Can always refer back
- Off season To Dos
- Increases effective communication
- Aids in Time Management
- Removes personal feelings and keeps things task oriented

