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Photo courtesy of Camp Lebanon

■ by Evan Liewer

Task-management Tools

Using the best tool for a job can make all the difference in the world. Using a rock as a hammer can often work but isn't the most effective. I have learned that task-management software, while not always necessary to get a job done, is one of those tools that makes all the difference.

In the world of online task management, there are a few big players: ClickUp, Asana, Monday and Trello. I am a fan of ClickUp; switching to this platform stepped up our organization's ability to serve amazing programs to guests in multiple ways.

Program planning

Summer camp is the bread and butter of most camps. It is a seasonal event that we have months to prepare for. The question is always, when should we start working on specific areas?

Strong task-management software allows you to look at a calendar view to stay on target. I have also found it decreases stress and anxiety as you still have the same number of items to complete, but you can now see what you should be working on now to have it all done by summer. It removes that burden of a thousand tasks to just the few you should be focusing on.

Also, by having a shared task-management platform, others can see exactly where a program is in the development phase. As a supervisor, I can see what areas are on track and what needs more attention.

Idea collection

We often have great ideas but not a great place to store them. As you attend events like CCCA's national conference or sectionals, how do you keep track of the new ideas you learn? Do you email yourself, keep a notebook to refer to later or just hope to remember?

something to build on

With task software, I have each idea set up as a "task." I can store photos, links and comments. Then, when I am ready to do something creative, I can review the things I have already discovered.

Being organized with a task-management tool forces your team to stay on track and publicly show where they are with assigned tasks. I have had a few staff struggle to make the switch, but so far, every person who has made the switch has come back in appreciation.

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If you want to know more about the platforms and apps I find helpful, reach out to me at evanl@foresthomes.org. ■



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