JVA
JUNIOR VOLLEYBALL ASSOCIATION
Education for the Leaders in Junior Volleyball
We Are JVA

JODI SCHRAMM

As the founder of Premier Academy, Jodi has been at the helm since 1996. Since the club's inception, she has served as facility owner, club director, and head coach of the 18-Onituka team. In 20 years, Coach Schramm has led her teams to 4 AAU/USA Indoor and Beach National Championships as well as 36 AAU/USA Indoor and Beach top 5 National Championship finishes. In addition to team success, she has coached 70 AAU/USA Indoor and Beach All American and MVP Selections. Consistently ranked one of the top recruiting clubs in the country, Coach Schramm has trained and placed over 290 athletes to compete at the collegiate level, including 115 players at the NCAA Division 1 level. She has coached 7 players that were eventually named AVCA Division I All-Americans, as well as 2 players that trained with the USA Women's National training programs.

QUESTIONS For THE PANEL

If you have a question during the webinar, please type it in the Questions box in the Control Panel to the right of your screen. Questions will be answered at the end of the session. This webinar is being recorded. An e-mail containing the recording will be sent as a follow-up to each registrant.

JVA

SYSTEMATIC WORKFLOW

The Goal is to Get Stuff Done

The right productivity method can make a huge difference in your work. An organized workflow can take you from feeling overwhelmed, unfocused, and unproductive to feeling calm, in control, and prepared to take on even the biggest projects.

I hope this can give you some inspiration for creating your own system. In the end, it's all about creating a workflow that best fits your needs.

WHICH APPS TO CHOOSE

- The principles of the system you implement are much more important than the actual tools you use.

- Analyze your daily business operations over a period of one month. Then, customize your workflow system based on the areas that take up the majority of your time.

- Free apps versus paid apps-How much is your time worth? Although the majority of the apps that we use are free, we still spend approximately $200 per month on workflow apps to run our business.

5 SIMPLE COMPONENTS

TAKE IT EVERYWHERE

A productivity system is only useful if you can access it everywhere you are. It must be a mobile app.

CAPTURE EVERYTHING

Your system must capture absolutely everything that you have to do. This gives you a lot of freedom to not stress that you will forget something important.

BREAK IT UP INTO SMALL TASKS

Small tasks are easier to complete than big ones, so break big tasks into a number of smaller sub-tasks that can be completed in 1 hour or less. This will allow you to estimate the total time involved more accurately. Plus, you'll see progress as you check things off.

PRIORITIZE

I complete approximately 15-20 things each day, but some things are much more important than others. At the start of each day prioritize all tasks and stick to it.

MANAGE ACCOUNTABILITY

Each day, I look at which tasks are open and in progress by employees. I ask questions, make comments and hold each person accountable to any tasks they are assigned. As tasks are completed, I immediately add more tasks to ensure productively on all projects.

MEISTERTASK

An essential daily task manager.

Free version

Create a project, add as many team members as you want. Assign tasks to yourself or others and follow everyone's progress.

Set notifications when tasks are completed by staff

Discuss the details of the job with your team, upload files, set due dates and add checklist items.

Connect to cloud based storage apps such as Google Drive

CANVA

Easy to use design and marketing app.

Free version

Used to create social media graphics, company logos, newsletters, posters, promotions, and much more.

Used to create PNG images for use on our website.

Share directly onto social media app or text.

Share designs with other team members to edit.

YOU CAN BOOK ME

A seamless customer scheduling app

Save time on the phone and time emailing customers back by managing your instructors, resources and services in one place

Unlimited booking fields and instructors

Integrated with Google Calendar

Receive payments in advance

WHEN I WORK

The easiest way to schedule and communicate with hourly employees or even volunteers.

Save tons of time and reduce absenteeism.

Send employees instant updates so they never have to ask when they work.

Never worry about keeping track of random time-off and shift change requests.

Automatically creates weekly payroll projections and budgets.

EVERNOTE

Notes that are accessible anywhere, forever.

Free Version

Create a project to-do list. Jot down a reminder. Or snap a picture of a sketch. A note can be anything you want it to be.

Notes are instantly available on all your devices through sync. Never worry about losing a note.

Share with anyone-Share big ideas by collaborating seamlessly with co-workers in a group notebook.

Organize notes into notebooks for easy access.
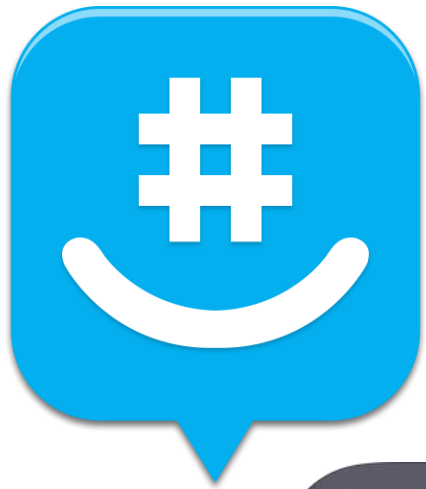
HELLOSIGN

E-Signature Product

Free Version

Go paperless and get contracts and documents back from customers fast.

Do business on the run using mobile signing experience.

Customers can sign from anywhere, at anytime, on any device.

Integrates with Google Drive to store documents

GROUPME | BAND | TEAM SNAP

Message with players, coaches, and parents.

Create multiple group chats for smaller groups such as Captains, or certain positions, etc.

Keep all communication with athletes in a group setting for safety. You can also private message with athletes as a club director for any issues that only pertain to one person.

Band allows you to have a group chat that is one way communication only such as a parent group.

Team Snap-Automated registration and payments collection process is a huge time saver. Custom websites. You can Get More Info at TeamSnap.com

Free versions & paid options

ECWID

Instant Online Store

Free Version

Sell products or services everywhere-on websites, mobile phones, and social media sites.

Sell in person with mobile point of sale app.

Get paid immediately.

Track Inventory

THE GOAL IS TO ACTUALLY GET STUFF DONE

While it's common for new workflow methods to take extra time upfront, they should become increasingly effortless over time.

If you find that sticking to a certain productivity method is taking up a significant amount of time, energy, and mental bandwidth, it's probably not for you. There are plenty of other options out there.

BONUS TIP: MANAGING CHAT & TEXTING

In our business, a lot of our communication is done via Google Chat or texting. Chat apps and texting can be huge productivity killers, since they can interrupt you at any time. Studies have shown that the average employee loses 2.5 hours a day to distractions and interruptions. That adds up to over a full day of work every week!

Here's how I deal with these messaging services:
- I usually shut down these apps when I need to do focused work.
- I have disabled all notifications from chat apps on mobile.
- I do not permit texting or emailing during meetings.
- I only check text messages every couple of hours when at work.

QUESTIONS For Jodi

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JVA Education **www.jvaonline.org**

JVA Coach to Coach Video of the Week
    Drills and Ideas for JVA Coaches from JVA Coaches

Resources to Help You Run Your Club
    Administration, Accounting, Marketing, Running a Tournament, Club
    Structure, Coach Training and more

Connect Your Club
    Keep everyone in your volleyball club organized, and save
    time managing your teams.

Education for Parents and Players
    Build a positive parenting culture and empower your players to
    own their recruiting process and volleyball experience.