

TECH DEMO:

How we Used ClickUp
to Build the SFA Annual Meeting
(one Block of time at a Time)



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SFA 2023



HELLO AGAIN -OR- NICE TO MEET YOU

- SFA Secretary (2021-2024)
- Planning super-nerd
- Entering 3rd year of contract @ Federal Archeology Center (SEAC)
- MLIS 2020; JB recipient 2019

< Cleaning headstones with FPAN, Port St. Joe, 2022

PROGRAMMING SUBCOMMITTEE



- Schedules everything!
- Absorbed media subcommittee
 - #sorrynotsorry
 - #welcometothetable
- Asynchronous collaboration

MAIN TASKS





CAVEATS

- Freemium
- Template heavy
- Info overload
- Learning Curve
- We barely scratched the surface of functionality (even on a free account)
- Dark Mode

Quick pros & cons

Boo hiss

Ooo yay

Another app?!

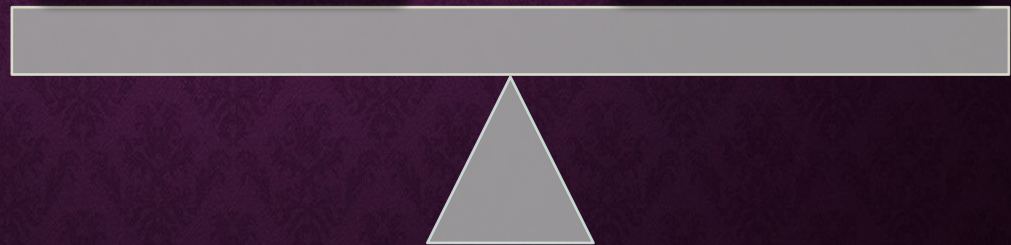
Import/
export/ link

Learning
Curve

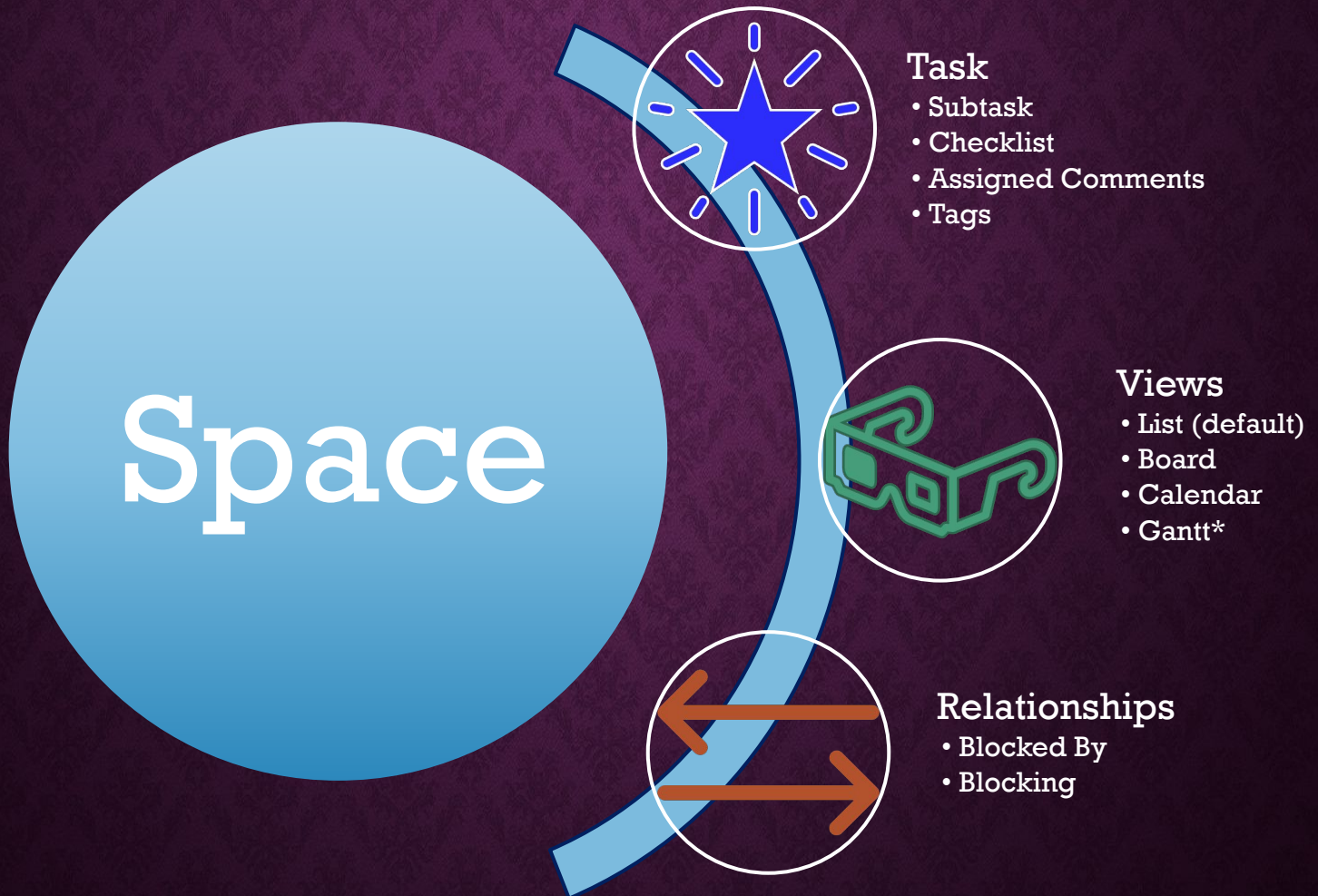
Intuitive

Dense &
Overwhelming

Versatile &
iterative



APP KEY TERMS



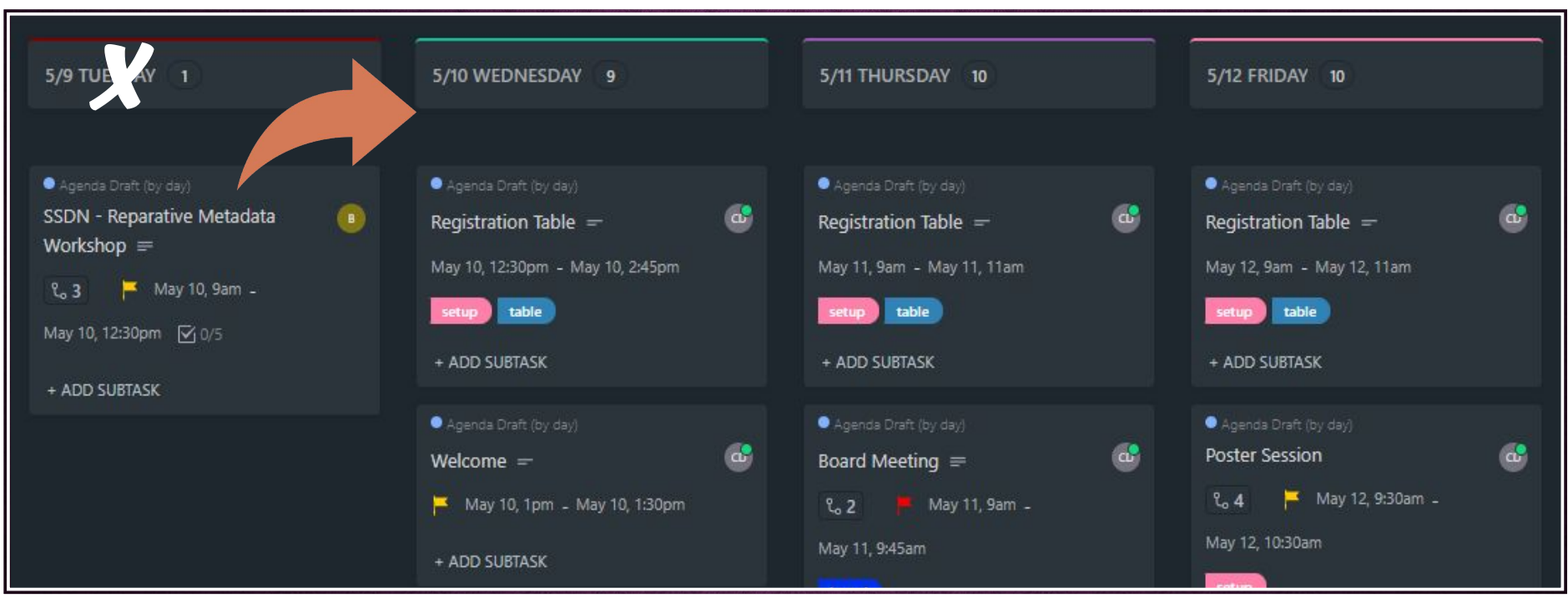
ABOUT THE APP

“Hundreds of powerful tools, one platform.”
“One app to replace them all.”

ClickUp	Trello	Notion	Smartsheet	Airtable	Wrike	Todoist	Basecamp	Microsoft Project
✓ List	✗	✓	✗	✗	✓	✓	✓	✓
✓ Board	✓	✓	✓	✓	✓	✓	✗	✓
✓ Box	✗	✗	✗	✗	✗	✗	✗	✗
✓ Calendar	✓	✓	✓	✓	✓	✓	✓	✓
✓ Gantt	✗	✗	✓	✓	✓	✗	✗	✓
✓ Activity	✗	✗	✗	✗	✓	✗	✓	✗

MORE FEATURES

ClickUp	Trello	Notion	Smartsheet	Airtable	Wrike	Todoist	Basecamp	Microsoft Project
✓ Assigned & Threaded Comments	✗	○	○	✗	✗	✗	✗	✗
✓ Proofing: Image & PDF Annotation	✗	✗	✓	✓	✓	✗	✗	✗
✓ Publicly Share Anything	✓	✓	✓	✓	✗	✓	\$	✓
✓ In-App Video Recording	✗	✗	✗	✗	✗	✗	✗	✗
✓ Email in ClickUp	✗	✗	✗	✗	✓	✗	✗	✗
✓ Tasks in Multiple Lists	✗	✗	✗	✗	✓	✗	✗	✗



SCHEDULE 1.0

Board View

Agenda Draft (by day) (copy) ⓘ + NEW TASK

5/12 FRIDAY

10 TASKS

- Registration Table = **setup** **table**
- ▶ ■ Poster Session ⓘ 4 **setup**
- Archiving for Artists Archival Workshop
- Finishing the Hat: Strategies for Building an Intern P
- Succession Planning in an Era of Declining Enrollme
- Leveraging automated captioning & transcription to
- Feedback, Takeaways & Sharing session =
- ▶ ■ Closing remarks ⓘ 2 =
- State Archives Tour (x2) = **shuttle** **tour**
- ⋮ ■ Optional/Unofficial: Ain't no Party Like an Archives A

+ New task

TAGS AT WORK

Adding another layer of detail

EVENTS COLOR CODED BY THEME

The screenshot displays a calendar interface with five columns, each representing a different theme. Each column has a header with the theme name and a count of events. The events are listed with titles, dates, and times, and each has a '+ ADD SUBTASK' button. The themes and their respective events are:

- PARKING LOT 5**
 - Final Schedule: Feedback, Takeaways & Sharing session
 - Final Schedule: Archiving for Artists Archival Workshop
 - Final Schedule: [Blank]
- TECH - FUTURE 6**
 - Final Schedule: Finishing the Hat: Strategies for Building an Intern Program to Address Legacy Backlogs in Performing Arts Collections (May 10, 2:15pm - May 10, 2:30pm)
 - + ADD SUBTASK
 - Final Schedule: Succession Planning in an Era of Declining Enrollment and Budget Cuts (May 10, 1:30pm - May 10, 2:15pm)
- COMMUNITY - PR... 6**
 - Final Schedule: Keynote Speaker (May 11, 11:15am - May 11, 12:15pm)
 - + ADD SUBTASK
 - Final Schedule: Language Justice as Part of Conscious Metadata Practices (May 11, 3:15pm - May 11, 3:45pm)
 - + ADD SUBTASK
- PAST 2**
 - Final Schedule: Evolving Practice and the Collection Record: Acquiring and Processing the Feminist Women's Health Center and Marion Banzhaf Collections (May 10, 2:45pm - May 10, 3:30pm)
 - + ADD SUBTASK
 - Final Schedule: A River Runs Through It: Disaster Recovery at FSU Libraries Special Collections and Archives
- TABLES 5**
 - Final Schedule: Registration Table (May 10 - May 12)
 - + ADD SUBTASK
 - Final Schedule: Journal Table
 - + ADD SUBTASK
 - Final Schedule: Poster Session

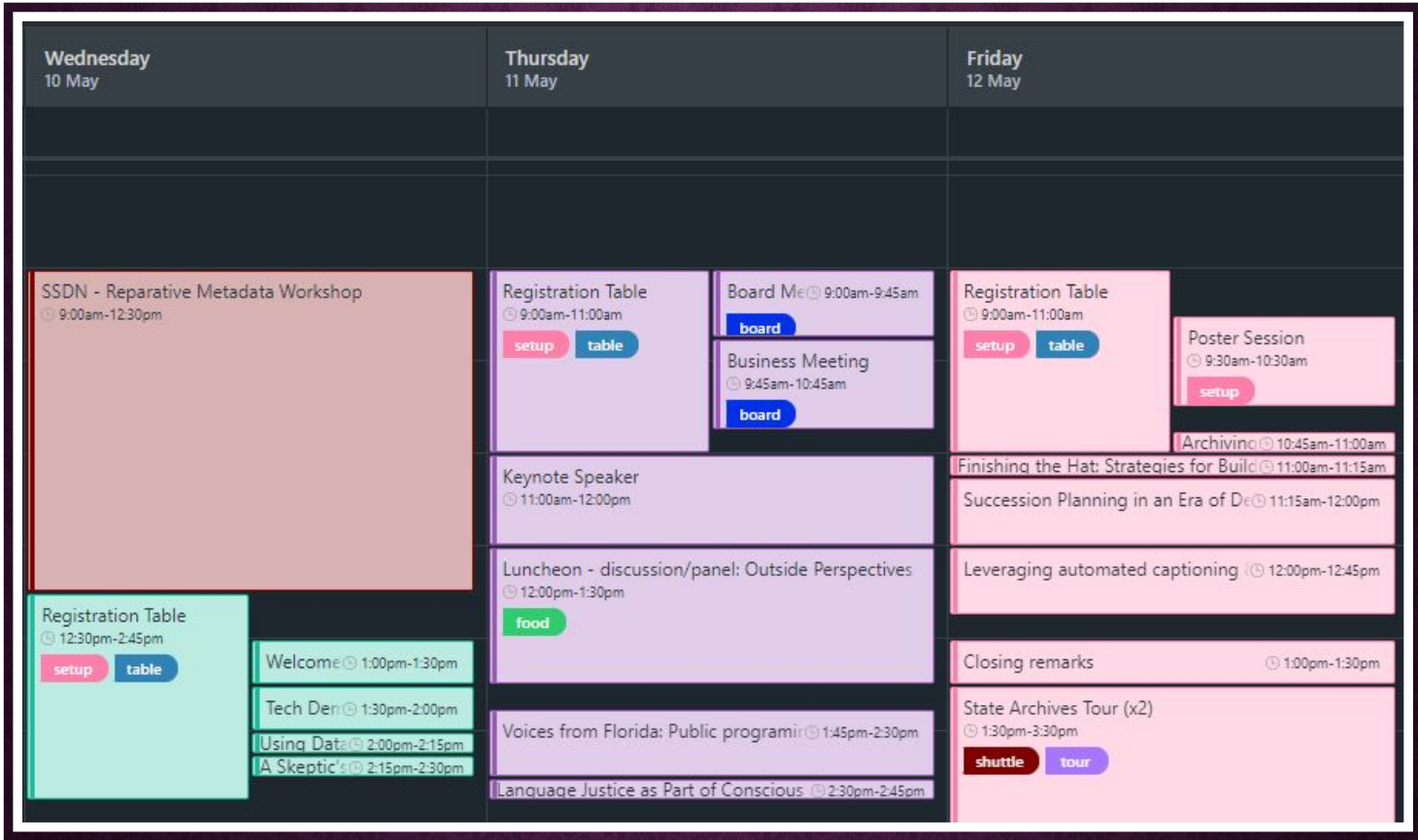
Always include a bulk, blank, temp, or 'Parking Lot' for ease in filing

A FLURRY OF DEVELOPMENTS

Schedule
Constraints

Cancellations

Tour &
Reception
Details



SCHEDULE 2.0

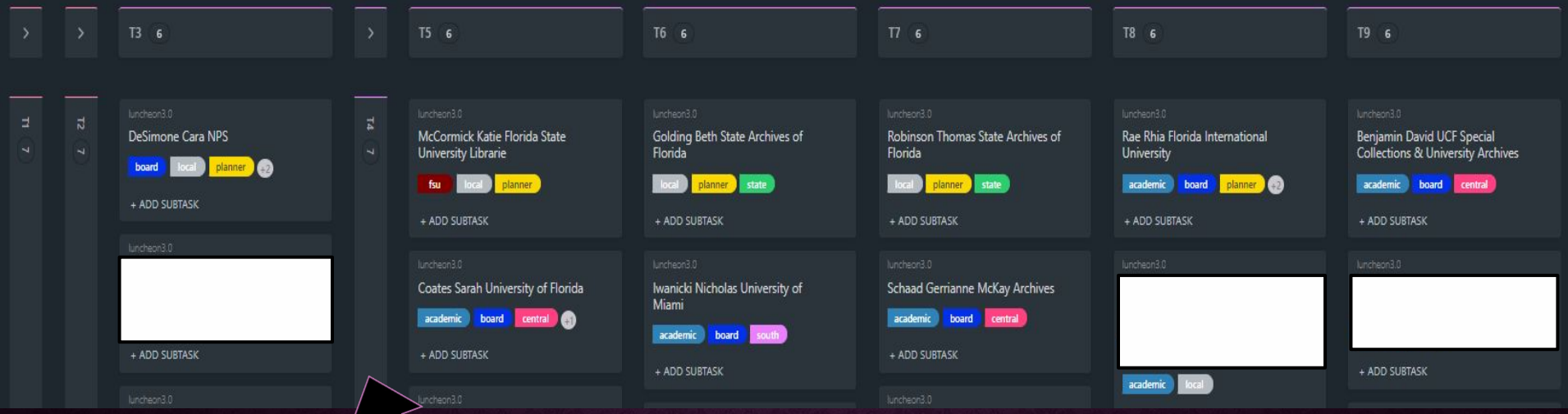
Calendar view – colors by day

ABSTRACT APPLICATIONS



Apply tags in List view

from Board view: bucket = table; task = person



Collapsed full tables to reduce distraction

TEST DRIVE

So – what do y'all want to see in action?

SFA Programming Workspace