

MVP Dagen

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Fun with

Loop and Planner

Ståle Hansen

M365 MVP & RD

CEO, Principal Cloud Architect

Digital Wellbeing Coach



Takk til våre sponsorer



tendfor™



Microsoft



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Digital Wellbeing

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@StaleHansen

 **CloudWay**
Congratulates

Ståle Hansen won the
Wellness Champion
Award at the ESPC Inspire Awards





Ståle Hansen

@StaleHansen

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Microsoft 365 productivity

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A YouTube series about working smarter not harder by optimizing personal and business productivity in Microsoft 365.



Learn the 4 modules for Digital Wellbeing in Microsoft 365

Ståle Hansen
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Digital Wellbeing in Microsoft 365 Module 1 - Capture on...

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Digital Wellbeing in Microsoft 365 Module 4 - Notification...

Ståle Hansen
738 views
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Install Microsoft Teams as an app from Edge!

Ståle Hansen
5.7K views • 1 year ago

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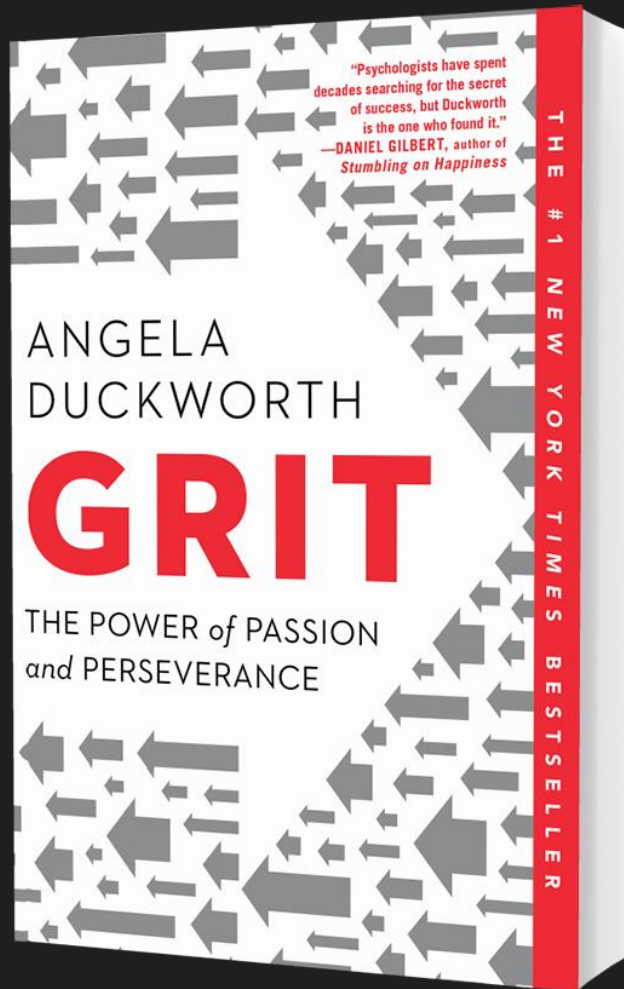






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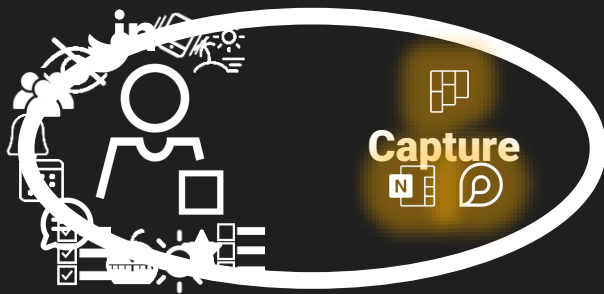
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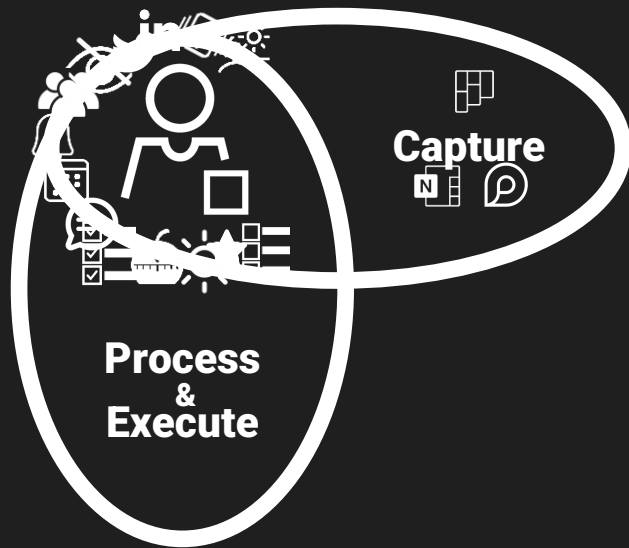
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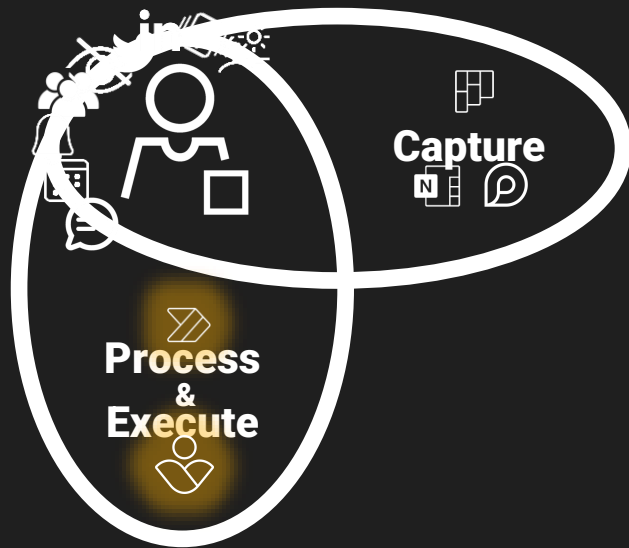


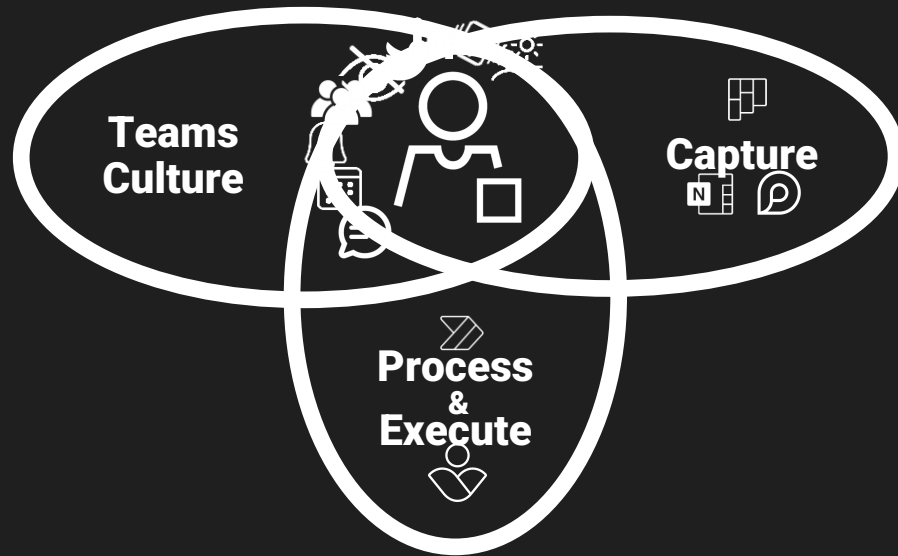


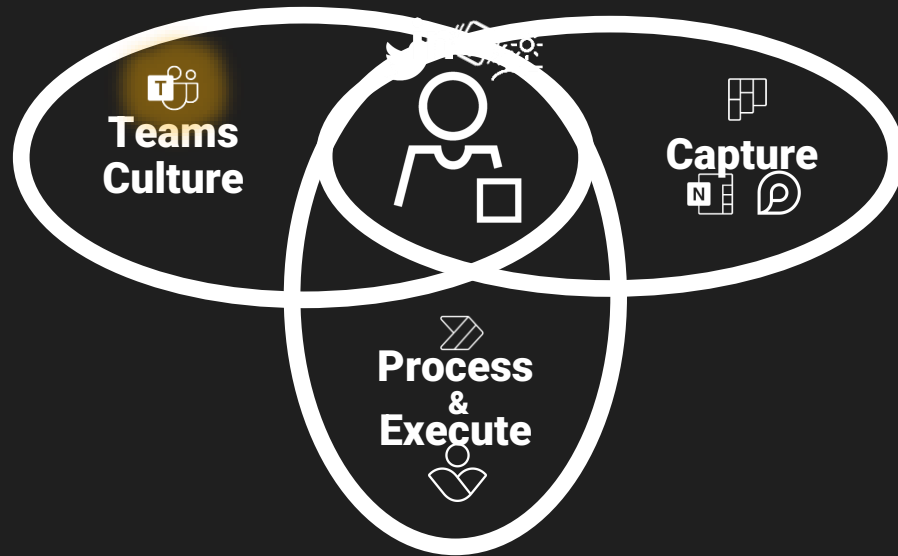
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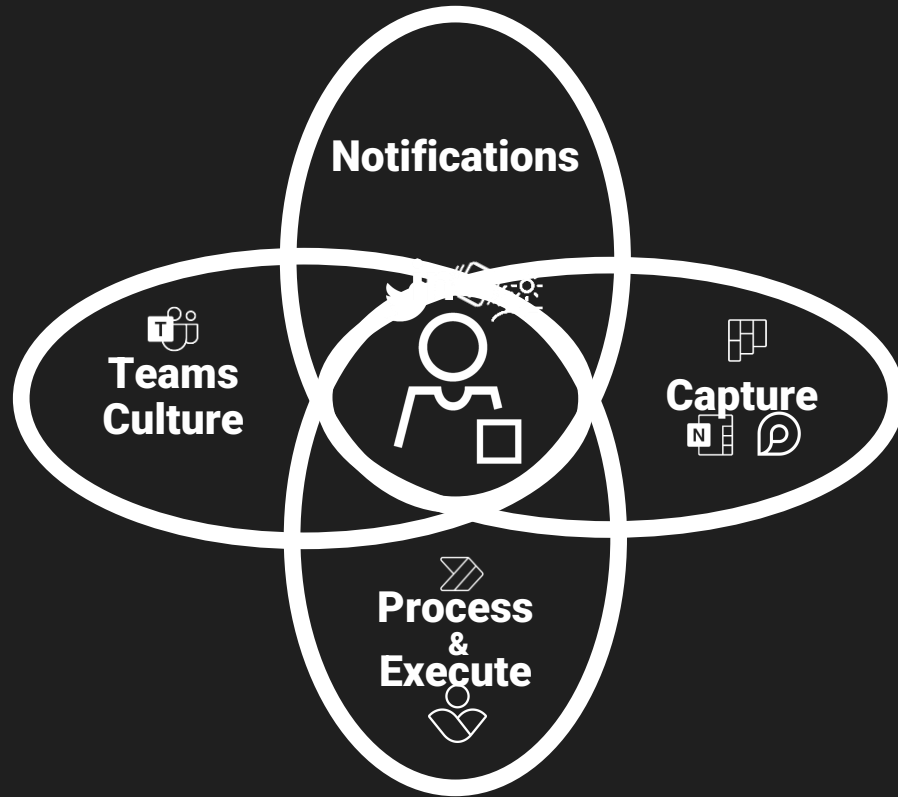
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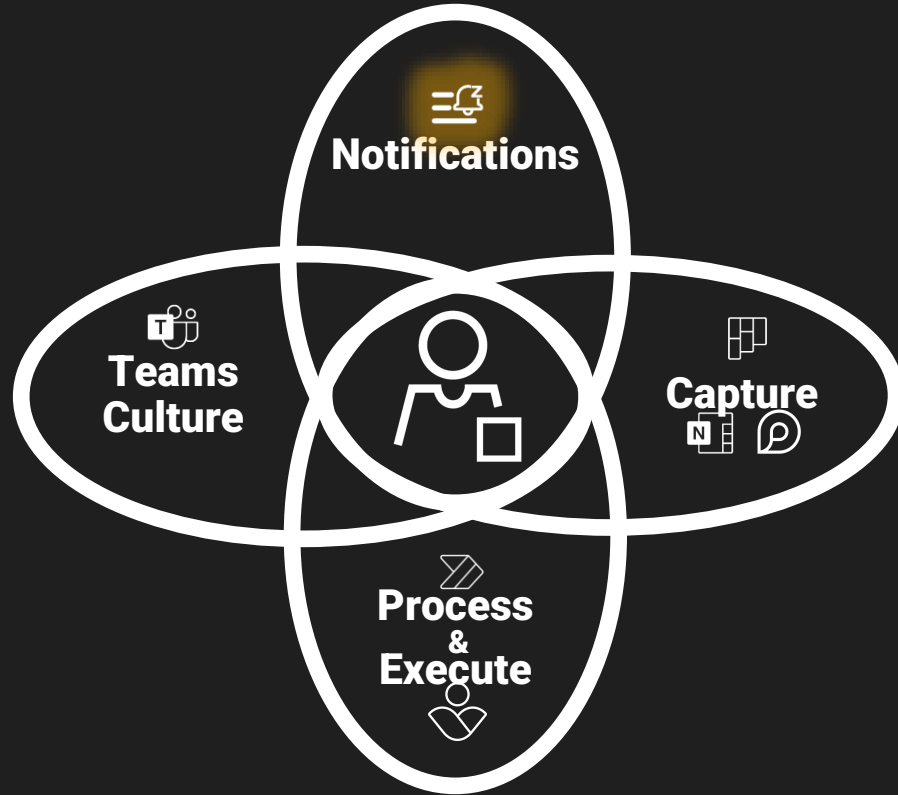


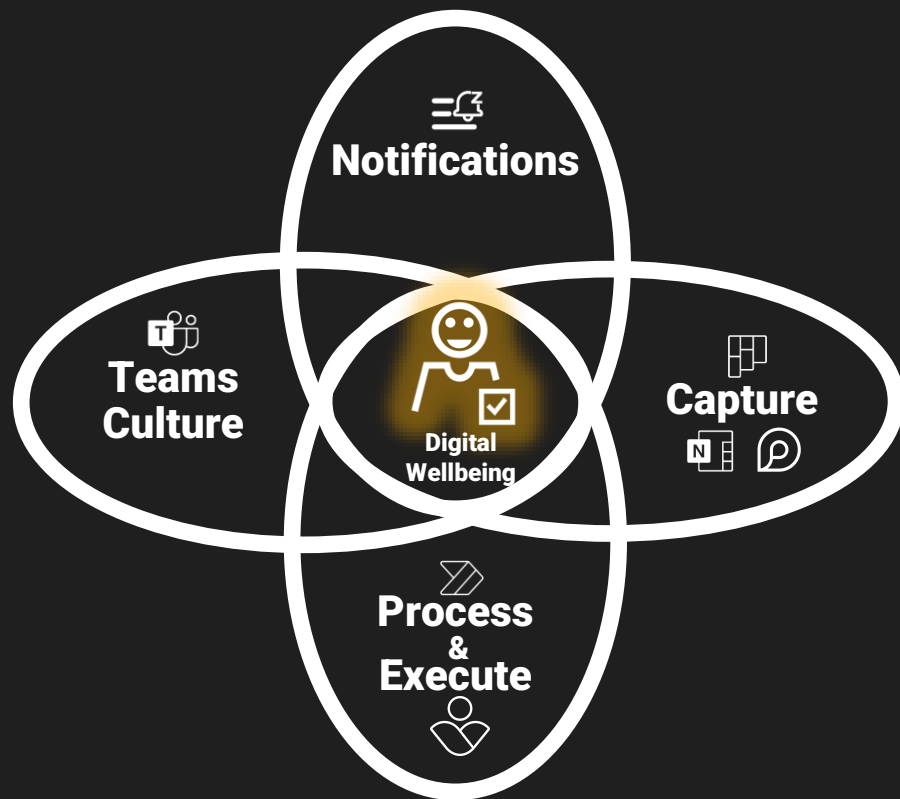


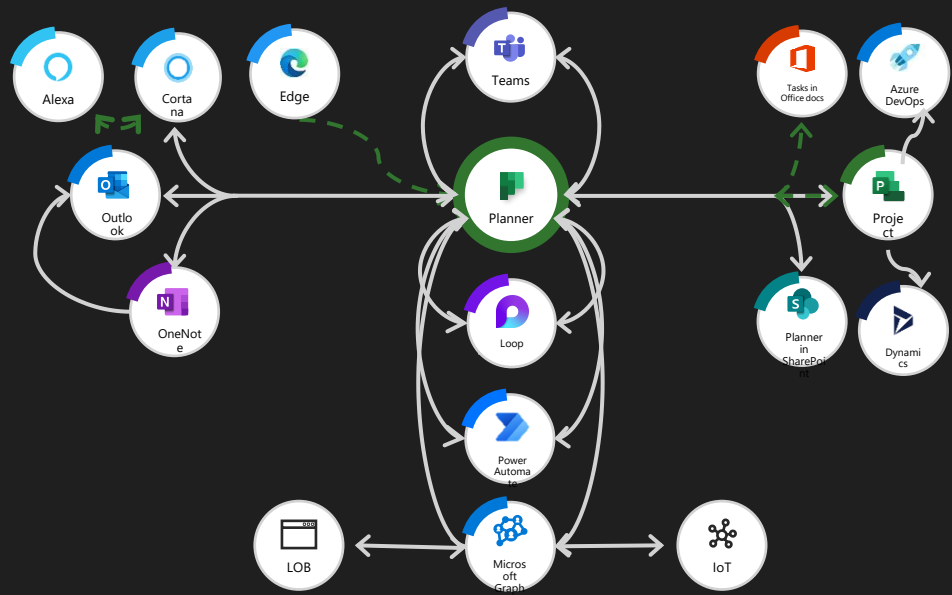


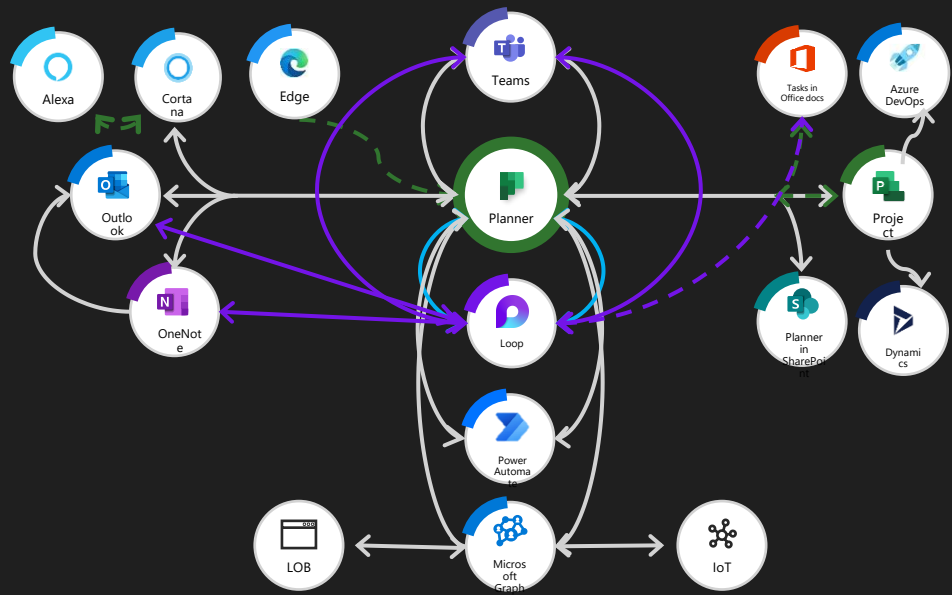


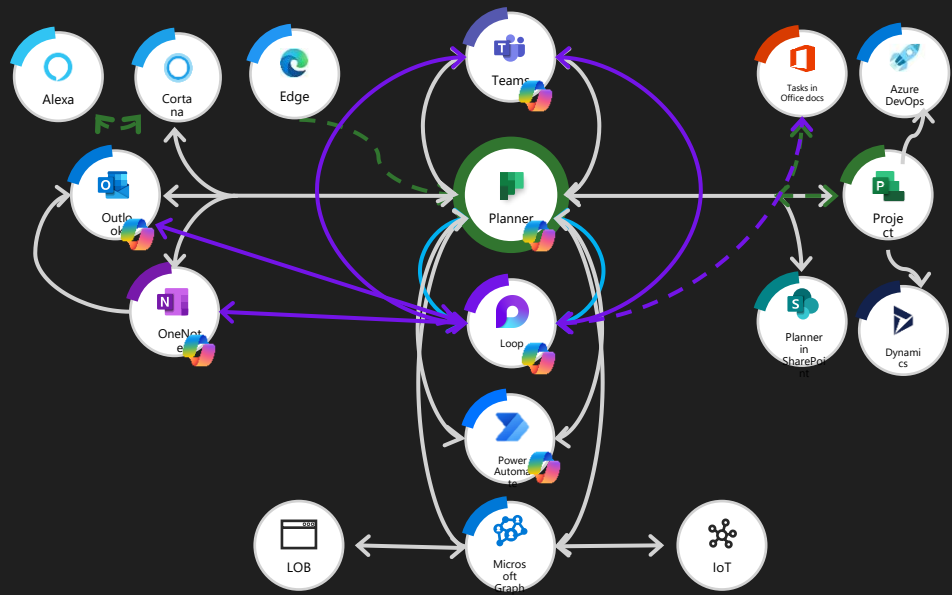














Personal tasks





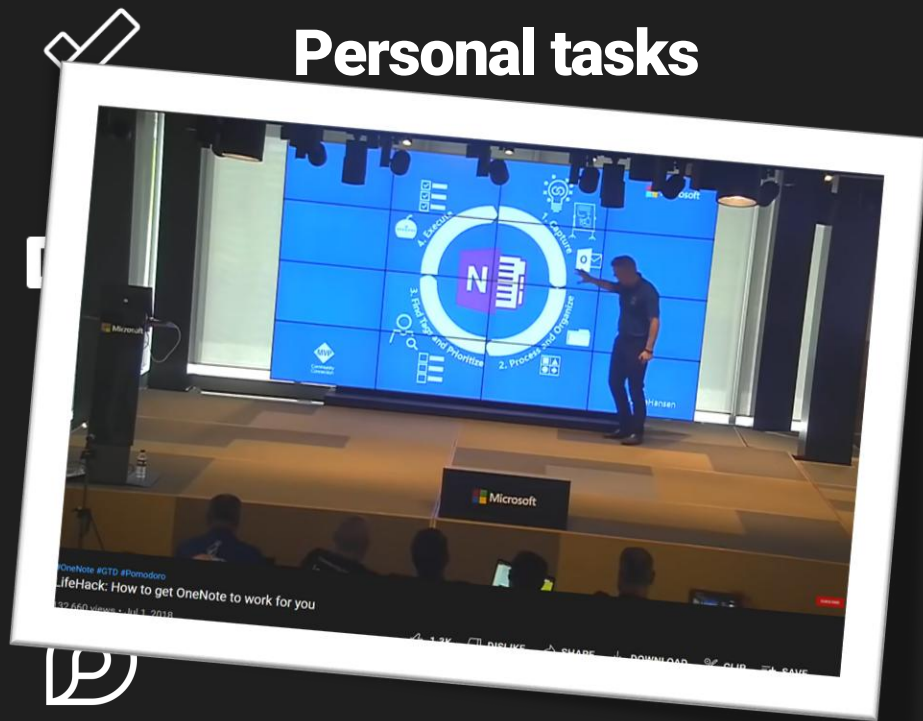
Personal tasks



A notetaking tool



Personal tasks





Personal tasks



A notetaking tool



Group tasks



The way we work is changing right here, right now



The way we work is changing right here, right now





Personal tasks



A notetaking tool



Group tasks



Canvas for ideation



GTD Natural Planning Model, 10 minute edition





Loop Components

- Teams  Microsoft Teams Chat Files
- Outlook  Anlagen
- Word  Word Loop Files
- Whiteboard



Loop App

- Web
- iOS  CSP_b0b56bab-8465-4fd9...
- Android  Syntex Repository Services



Meeting Notes

- Teams  Besprechungen



Loop App

Desktop





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tip

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GTD Natural Planning Model, 10 minute edition

- ☰ 👉 Use this template for planning a project, as described by [Edward Lamont](#) in the book *Team, Getting Things Done with Others*
-

List relevant stakeholders here.

🐘 **The project or topic (45 sec)**

What are we going to brainstorm

✨ **Define purpose and principles (45 sec)**

Define the why

📦 **Visualize the outcome (2 minutes 30 second)**

- What would success look like and most importantly feel like

🤔 Brainstorm (3 minutes)

- There are no bad ideas

🔗 Organize the outcome of the brainstorming (4 minutes)



	☰ Idea	☰ Pros	☰ Cons	📄 Vo
1	What's your idea?	• Add pros	• Add cons	+0
2	What's your idea?	• Add pros	• Add cons	+0
3	What's your idea?	• Add pros	• Add cons	+0

+ New



Identify next actions to be taken (1 minute)



Task apps ▾

	✓ Task	👤 Assigned to	📅 Due date	🏷 Bu...
1	○ Task name	Add assignee	Select date	To do
2	○ Task name	Add assignee	Select date	To do
3	○ Task name	Add assignee	Select date	To do

T 3

+ Add task



Final decision (think about it)

Add final decision here.



2 tip

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What about tasks in Loop?

Tasks



Task apps ▾



	✓ Task	Assigned to	Due date	Bu...
1	<input type="radio"/> This is my task from Loop	 Ståle Hansen	Select date	To do
2	<input type="radio"/> Task name	Add assignee	Select date	To do

S 1





T 2

+ Add task

What about tasks in Loop?

Tasks



	✓ Task	👤 Assigned to	📅 Due d	Task apps ▾
1	○ This is my task from Loop	 Ståle Hansen	Select date	 Open in Planner
2	○ Task name	Add assignee	Select date	 Open in To Do
				 Learn how tasks are synced

+ Add task

Activity

lanner

My Day

My Tasks

My Plans

Pinned

ISO27001 Plan
ISMS > ISO Certification

Just me

My Tasks

Filters (2)

Title

Plan

Due date

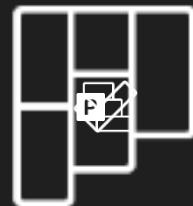
Priority

Progress

<input type="radio"/>	This is my task from Loop		Medium	<input type="radio"/> Not started
<input type="radio"/>	Create deck on new planner	JM Just me	Medium	<input type="radio"/> Not started
<input type="radio"/>	Kan man begrense opprettelsen av nye objectives på t...	CA Copilot and me	Medium	<input type="radio"/> Not started
<input type="radio"/>	clone vs close vs postpone vs move	CA Copilot and me	Medium	<input type="radio"/> Not started
<input type="radio"/>	Limit who can create OKRs	CA Copilot and me	Medium	<input type="radio"/> Not started

Field	Limit
Maximum active tasks in a plan	2400
Maximum buckets in a plan	200
Maximum plans owned by a group or user	200
Maximum plans that a user can subscribe to delta-sync for	300
Maximum tasks in a plan	9000
Maximum users that can subscribe to delta-sync for a plan	100
Maximum contexts on a plan	10
Maximum favorite plans for a user	30
Maximum assignees in a task	20
Maximum checklist items in a task	20
Maximum references on a task	10
Maximum tasks assigned to a user	3000
Maximum tasks created by a user	20000
Maximum number of labels in a plan	25

The way we work is changing right here, right now



The way we work is changing right here, right now



The way we work is changing right here, right now









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Copilot in
Microsoft 365

Teams
Culture

Microsoft
Viva

Digital
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Competitive
Advantage



Takk for meg!

Ståle Hansen

M365 MVP & RD

CEO, Principal Cloud Architect

Digital Wellbeing Coach

