

# TODD WILSON

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# BEST PRACTICES IN A DIGITAL WORLD

COMMON CHALLENGES

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COMMON SOLUTIONS

# The Goal This Hour

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- To Improve Your Knowledge of a Few Digital Tools To Simplify Your Business
- 3 Crucial Areas of Best Practices as a GARR Provider & How To Be Effective Through Digital Platforms
- To Make It Super Simple So You Can Do This As Easy As Watching The Next Episode of Your Netflix Binge Fest

# BEST PRACTICES #1

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## EFFECTIVE RECOVERY PLAN

# Signing Documents Digitally

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- <https://dochub.com>

## OFFICIAL MUST SIGN DOCUMENT

I, . DO ACKNOWLEDGE THAT I AM SIGNING THIS DOCUMENT

ONLINE AND THAT IT IS LEGALLY BINDING ME TO THIS AGREEMENT.

SIGNATURE:

DATE:

# WAYS TO USE THE DIGITAL DOC

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- RELEASE OF INFORMATION
- CONFIRMATION OF PAYMENT (PROTECTS AGAINST PAYMENT DISPUTES)
- BEHAVIOR CONTRACTS
- THERAPEUTIC LEAVES
- APPLICATIONS ( VARIOUS DOCS FOR APPLICATIONS )

# BEST PRACTICES #2

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## FINANCIAL TRANSPARENCY

# AUTOMATED BILLING/INVOICING

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- Quick Books
- Zoho Books
- WAVE – FREE



# BEST PRACTICES #3

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CLEARLY STATED  
DISCHARGE POLICY

# QR CODES

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We have all become more familiar

With QR Codes as well.

Handy tools to direct people to

Specific pages on our website or social media

Highlight important messages and standards we want to make sure everyone knows about and abides by.



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**SCAN THIS QR  
CODE FOR FAQ  
CONCERNING  
ALL THINGS  
ARCHES**

**Please check these items before  
you call staff with general  
questions.**

# BEST PRACTICES - #4

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NETWORK WITH OTHER  
GARR MEMBERS

# BEST ZOOM PRACTICES

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- Confidential/Private Location
- No Driving or in a Public or Distracted Location
- Your background is professionally maintained. Don't have personal photos, bills, food items, etc. laying around
- LIGHTING – Natural light is best but a steady light in front of you is
- Reducing outside or distracting sound as much as possible
- Have a plan for the flow of the meeting. Initial Intro, Initial stage of the meeting, main body of the meeting, the wrap up and the Outro.
- Make sure you know how to work the screens and share your screen and that you have those windows open and prepared for screen sharing
- Sharing the link – Email, Group Me

# BEST MEETING TOPICS FOR ZOOM

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- FAVORITE QUOTE MEETINGS
- FAVORITE PASSAGE FROM THE BIG BOOK
- BIGGEST CHALLENGE OVER THE NEXT TIME PERIOD WILL BE AND WHAT IS THE SOLUTION