

## How I use technology as a WFA practitioner, teacher and academic administrator

Cyril Jankoff

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It was not planned this way - but I now work in several different areas, and below I discuss my WFA (Working from Anywhere) activities and related technology issues.

### My different areas of work

I am a UBSS Program Director at the Melbourne CBD Campus and oversee the Executive Delivery Mode MBA. This is a part-time position. I also work as a CPA accountant and a solicitor using my accounting, finance, and legal training as well as the knowledge gained from my MBA where I assist clients with their commercial and legal issues. I also teach as a corporate trainer and lecture undergraduate and postgraduate students. My education activities have an interesting origin. While in graduate school in 1986 the Head of the Department of Business and Law asked if I was interested in teaching in the evenings because the full-time staff did not want to work at night. I gladly accepted the offer - and have been teaching ever since. This is my 36<sup>th</sup> continuous year of university teaching, which started with undergraduate students in 1986 - I added MBA students to the list in 1992. In addition I have for nearly 30 years provided inhouse training to corporate executives and now so on a regular basis locally, interstate and internationally.

### Working from anywhere

As you can see I can, and indeed do, *work from anywhere* – by necessity. Whether it is from my home, my UBSS office, my private office, an airport lounge, in a taxi, on a plane, on the beach, in my car – it has become a necessity. To do this reasonably comfortably I need assistance. I am a computer novice. This is my story, and you may be more sophisticated, but this is what I am currently using.

### My technology

To function efficiently when WFA I try to keep my life simple, and my technology is basic and includes-

- *Computer*: office computer with a wide extra screen, and two laptops, one in my UBSS Office and one in my other office;
- *Mouse*: Cordless on all three computers for ease of use;
- *Key software*:
  - On computer:
    - Microsoft suite: The usual, including Word, PowerPoint and Excel;
    - Microsoft Snipping Tool: to copy parts of what is shown on screen;
    - Microsoft Word dictation and Dragon dictation: makes writing quicker and more accurate than typing - I find this software a great time saver;
    - Video communications - Zoom and TEAMS;
    - Headphones: to be used with the main computer;
    - *Scanner*: Stand-alone scanner in my home office.

- On Phone:
  - Microsoft Word dictation and Dragon dictation;
  - Microsoft OneDrive: to access Microsoft Suite files when away from a computer;
  - Apple Notes: to scan documents by phone;
  - Facetime: to look at the party you are talking to over the phone;
  - Video communications: Zoom and Teams. This can also be used over the phone.
- *Phone earpieces*: for hands free calls (with and without cable);
- *Bluetooth speaker*: To provide music when I am teaching students face-to-face;
- *Mouse pad*: soft UBSS mousepad used with the laptops and placed onto the laptop's keyboard when closed;
- *Mobile phone*: I chose an Apple iPhone 13 - for me it is easy to use and information and assistance can easily be obtained. *The last thing I want it to have technology that is hard to maintain and use.*
- *Stand for each laptop*: so that it is easier to type, view the screen and to use Zoom and TEAMS;
- *Scanner*: Stand-alone scanner in my home office - I can also use the Apple Notes software on my mobile phone;
- *Bag*: My computer that I use at UBSS travels with me most of the time and the bag I carry with it includes:
  - a charging cable (both laptops are HP and thus both use the same charging cable). I seek that all electronic devices are reasonably charged (which I also do with the petrol in my car);
  - two spare cordless mouse batteries;
  - a phone charger with three alternative endpieces:
    - Apple charger and lightning cable;
    - USB Type C Cable;
    - Micro USB cable.
  - A HDMI cable when I travel to give corporate training so that my computer can connect with the client's data projector / electronic screen;
  - A phone charger and spare phone earpieces in my car.
- *Telstra Premium Tech Services*: \$15.00 per month to assist if support is required;
- *Charging pack*: to charge my phone if it runs out of battery when I am interstate or overseas;
- *External hard drive memory*: to supplement my cloud-based memory - I back up my computer memory monthly to an external hard drive;
- *Computer bag*: not a cheap one, but one with a bit of style to it, to carry the equipment when I am WFA. It carries all my equipment for the day.
- *Phone access (also on all computers)*:
  - *Money*: Bank account access in case I need money;
  - *Newspaper*: To keep up with the news;
  - *Email access*: for my different email accounts;

- *Other*: Internet, camera, timer, Google and Wikipedia for research, COVID vaccination documents, passport, Medicare card, driver's licence, health insurance fund details.
- *Portable table*: to be used in the car. It fits onto the steering wheel. Have done much work while waiting in the car between appointments and waiting for family members.

### **Working in practice**

I have a wide scope of work. Having the above computers and technology makes my life so easy when I am WFA - locally, interstate or overseas. I found that a lot of the writing I did for my books and courses was not in the office, but outside - that is it was WFA. When one thinks about it there is a lot of time wasted during the day and when one travels interstate and especially overseas.

### **My IT man**

My IT man is a critical professional person in my life and thus I treat him well. When he leaves my office after attending to my technology, he leaves with a bottle of wine or box of chocolates. When he renders me a tax invoice, I pay him within 5 minutes of receipt of his tax invoice. I never query his invoices, and there is a reason for this - *I am very sure that I need him more than he needs me!*

### **About the author**

Dr Cyril Jankoff is an Associate Professor at UBSS and is Programs Director of the Melbourne CBD Campus and the Executive Delivery Mode MBA. He is also a Fellow of the UBSS Centre for Scholarship and Research and CPA Australia. In addition he practices on a part-time basis as an accountant, solicitor and corporate trainer.