

MyTodos: Business

MyTodos is built for a business setting. It allows a user to easily keep track of important dates and commitments, share important notifications with other MyTodos users, chat using the website's international chat feature, and put together group projects that will send notifications to each member as new dates are added.

Objectives:	Workers will learn how to use MyTodos to connect with and set up possible meeting times with possible clients.
Environment:	The learning session will take place in a conference room, with the salesmen seated at a table facing a projector, each with his or her own laptop at hand so as to follow along.
Learners:	The learners will be salesmen whose company is interested in using MyTodos as a business feature so as to better connect with technology-savvy clients.
Procedure:	<ol style="list-style-type: none">1) A handout explaining MyTodos in detail will be given to the salesmen.2) The speaker will open MyTodos on the projector and show the salesmen how to sign up for their own accounts.3) After everyone has set up an account, the speaker will detail how to best use MyTodos to connect with clients. The speaker will focus on:<ul style="list-style-type: none">• The international chat feature• The simple planning features• The group projects• The RSS feed4) The speaker will have everyone try out these features, and will ask how they plan to use these features when communicating with clients.5) The salesmen will be dismissed from the conference room and will be sent a follow-up email one week later.
Application:	The international chat feature can be used to speak directly with clients over MyTodos, and is a good way to coordinate dates and times, because the planning feature of the site is only a click away. The salesmen will be asked to use MyTodos with at least three possible clients in two weeks.

Evaluation:

The follow-up email will be designed to estimate the success of the project and gauge the client response to using MyTodos as a way to keep track of meeting times with the salesmen.