

Title: Digital Organizational Tools for Commanders, Staff Officers & Students -  
Lessons from Command and the Joint Staff  
Speakers: LTC Alexandra Weiskopf & Lt Col Blair Byrem  
Date: 4 January 2023  
Time: 1200-1315  
Where: Hybrid LOO, C-138 & via Zoom  
POC: LTC Alexandra Weiskopf

### **Synopsis:**

Want to stand out as an organized staff officer? Want to bring order to a complex job? Want to learn tools to make you a better commander? Want to best organize all your War College notes and readings? LTC Allie Weiskopf & Lt Col Blair Byrem will share lessons learned from the Joint Staff and command to help you organize yourself digitally. Relying heavily on Microsoft One Note, they will provide tips, tricks & the secrets for you to succeed at your next assignment, and to best organize your War College material. With one trimester under your belt, they will help you maximize yourself from now until graduation.

### **Bio:**

**LTC Weiskopf** is an Army Public Affairs Officer who has worked for both CJCS Dunford and CJCS Milley. She most recently served as the PAO at the Joint Special Operations Command and will serve next as the PAO at the U.S. Special Operations Command. She's passionate about digital organization to make staff contributions smooth and professional, and also enjoys working with War College students on 1v1 effective organization.

**LTC Byrem** is a USAF Aircraft Maintenance Officer who has amassed 3 years as Detachment/Operating Location Commander, 6 years as Squadron Commander, and 2 years as Wing-level Director of Maintenance and Logistics. Over the last 5 years, he has been responsible for units whose sizes have ranged from 1 to 1.6K Airmen and 54 to 72 fighter aircraft. He is dedicated to developing Agile leadership techniques paired with digital applications to maximize personal and unit productivity.