

# Tools for Information, Work, and Time Management

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# OVERVIEW

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- > Principles
- > Time
  - Pomodoros
  - Special Apps
- > Work
  - Email
  - Google Docs
  - Tasks
- > Information
  - Notes
  - Reading Lists
  - Password Managers
- > Other
  - Browser Extensions
  - Daily Agenda
  - Journaling

# PRINCIPLES

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For information tools

## > Assumptions

- Information overload
- Juggling tasks, projects, and goals
- Managing complexity will help!

## > Techniques

- Experiment, but then focus!
- Reduce number of tools
- Reduce total number of inboxes

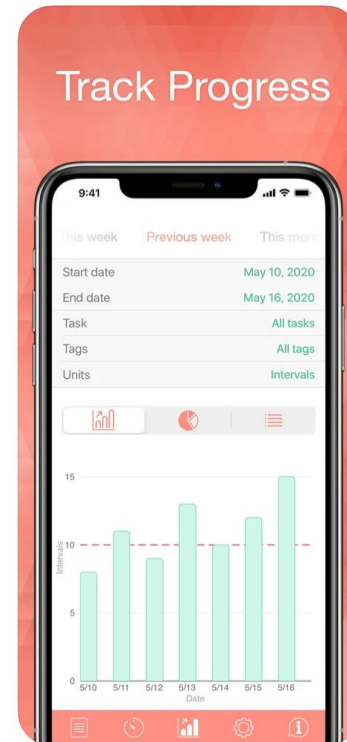
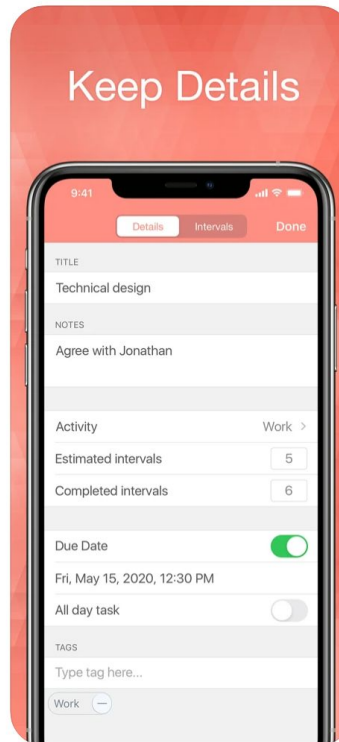
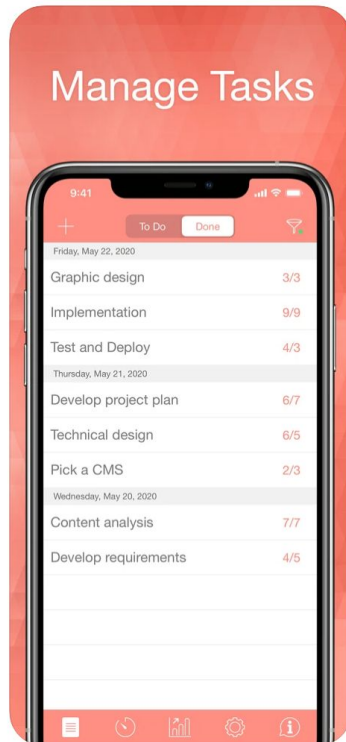
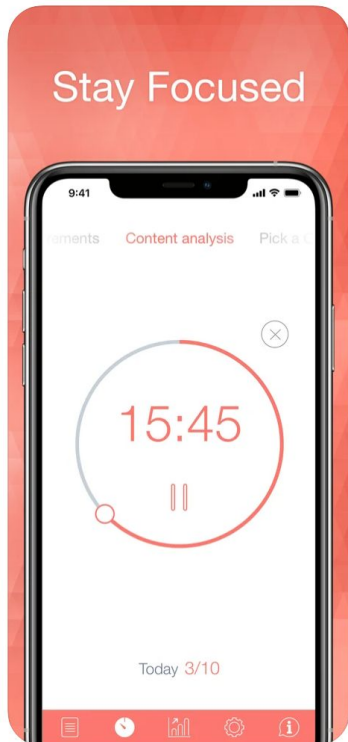
## > Caveats

- Deep dive into my system
- I work in an Apple/iOS ecosystem
- Most of these have PC/Android/Windows alternatives



# Pomodoro Technique

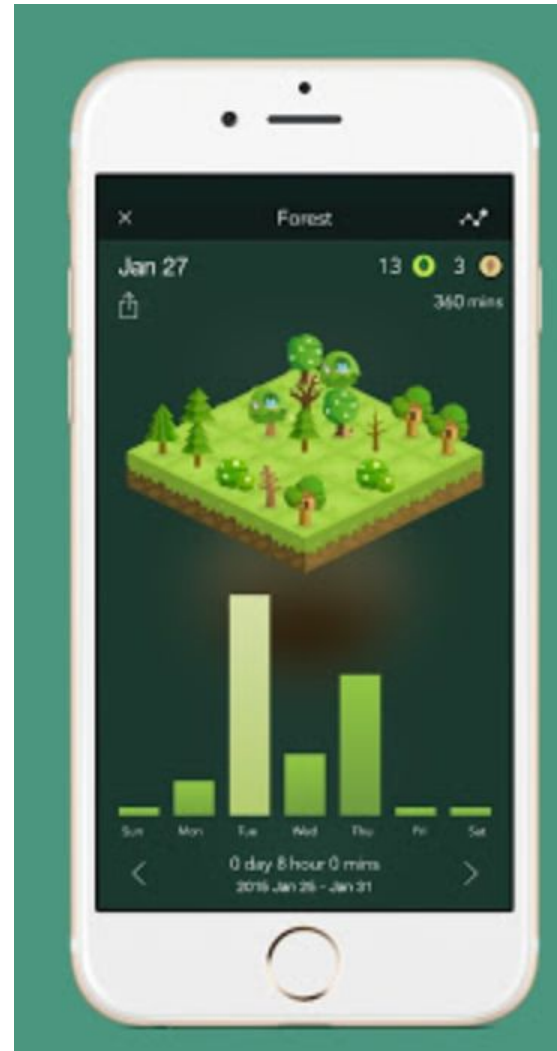
- > 25 minute blocks of time
- > Be Focused Pro: timer and reporting



# Pomodoro Technique

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- > **Forest App**
  - Timer
  - Blocking select websites

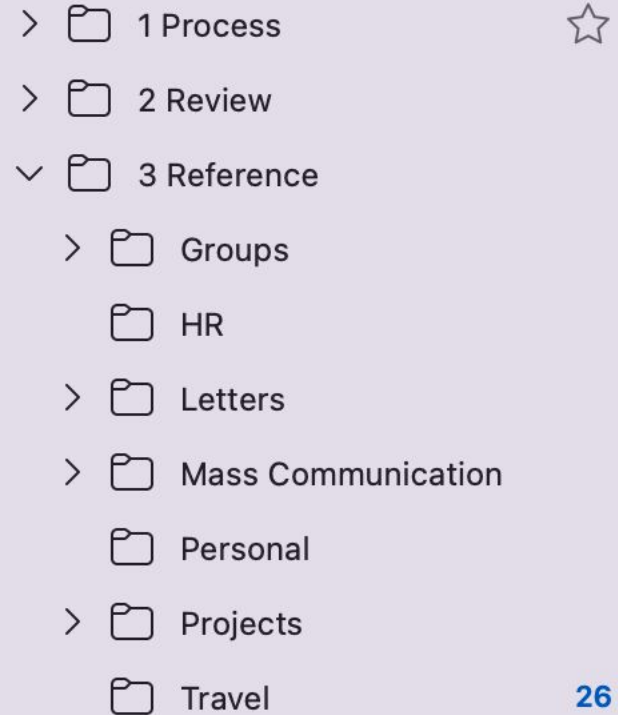


# EMAIL

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## > Outlook Folders

- By action
- Records management  
<https://finance.uw.edu/recmgt/email#sec4>
- Batch processing

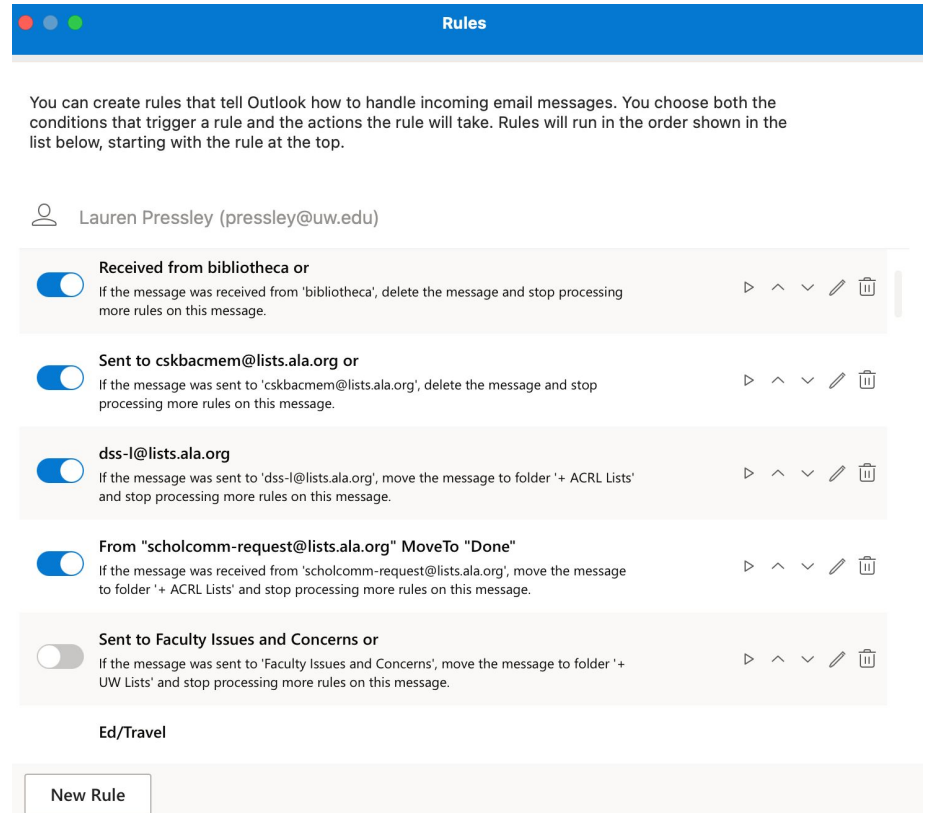
- 
- A screenshot of an Outlook folder list. The list is displayed on a light purple background. It shows a hierarchy of folders. The top level has three folders: '1 Process' (with a right-pointing chevron), '2 Review' (with a right-pointing chevron), and '3 Reference' (with a down-pointing chevron). Under '3 Reference', there are several sub-folders: 'Groups' (with a right-pointing chevron), 'HR' (with a folder icon), 'Letters' (with a right-pointing chevron), 'Mass Communication' (with a right-pointing chevron), 'Personal' (with a folder icon), 'Projects' (with a right-pointing chevron), and 'Travel' (with a folder icon). A star icon is visible to the right of the '1 Process' folder. The number '26' is in the bottom right corner of the screenshot area.
- > 1 Process
  - > 2 Review
  - ∨ 3 Reference
    - > Groups
    - HR
    - > Letters
    - > Mass Communication
    - Personal
    - > Projects
    - Travel



# EMAIL

## > Outlook Rules

- Pre-sort
- Review when able
- Batch processing



The screenshot shows the Outlook 'Rules' management window. At the top, there's a blue header with the title 'Rules'. Below the header, a text box explains: 'You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.' Below this, the sender information is shown: 'Lauren Pressley (pressley@uw.edu)'. The main area contains a list of five rules, each with a toggle switch, a title, a description, and a set of icons for moving, deleting, and editing. The rules are: 1. 'Received from bibliotheca or' (toggle on), 'If the message was received from 'bibliotheca', delete the message and stop processing more rules on this message.' 2. 'Sent to cskbacmem@lists.ala.org or' (toggle on), 'If the message was sent to 'cskbacmem@lists.ala.org', delete the message and stop processing more rules on this message.' 3. 'dss-l@lists.ala.org' (toggle on), 'If the message was sent to 'dss-l@lists.ala.org', move the message to folder '+ ACRL Lists' and stop processing more rules on this message.' 4. 'From "scholcomm-request@lists.ala.org" MoveTo "Done"' (toggle on), 'If the message was received from 'scholcomm-request@lists.ala.org', move the message to folder '+ ACRL Lists' and stop processing more rules on this message.' 5. 'Sent to Faculty Issues and Concerns or' (toggle off), 'If the message was sent to 'Faculty Issues and Concerns', move the message to folder '+ UW Lists' and stop processing more rules on this message.' At the bottom, there's a 'New Rule' button.

Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

Lauren Pressley (pressley@uw.edu)

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If the message was sent to 'Faculty Issues and Concerns', move the message to folder '+ UW Lists' and stop processing more rules on this message.

Ed/Travel

New Rule



# Google Docs

## > An index document

### In play

#### Meetings

- [Christine & Anj](#)
- [John](#)
  - [John & Denise](#)
- [Nancy](#)
- [Robin](#)
- [Denise](#)
- [Jackie](#)
  - [ITSDS assessment](#)
- [OSC Heads](#)

#### Agendas & Minutes

- [Cabinet/CBC](#)
  - [CBC Communication](#)
  - [General Back-To-Campus questions](#)
- [Research Commons](#)
- [Town Hall folder](#)
- [Document](#)
  - [EDI PD Project](#)
- [Seattle AD Meetings](#)
- [Seattle Directors](#)
- [RLS Directors](#)
  - [Check ins](#)

#### RLS

- [Libraries 2020](#)
- [Rough planning notes](#)

#### Budget

- [Operations | Joy](#)
- [Hourly Budget](#)
- [Allen Endowment](#)
- [Carry Forward Li](#)
- [My Financial Des](#)
- [Budget Manager](#)

#### Communication

- [Weekly Online N](#)
- [Library Blog](#)
- [Email lists](#)

#### Guidelines

- [Policies](#)
- [Travel](#)
- [Financial Service](#)

[Research and Learning Services](#)

[RACI matrix](#)

[This document is a [short cut](#) to active RLS Director's work. Feel free to add any documents that might be useful to the team and/or that are in regular use. As we wrap them up, we can move them to the "finished" category.]

#### Background

- [General RLS Directors touch base notes](#)
- [Agendas and Minutes in Staffweb](#)
- [Timeline](#)
- [General Back-To-Campus questions document](#)
- [Seattle Directors](#)
- (test/beginning of an idea) [Decision Log](#)

#### Projects (please review, make edits or add comments)

- [Context for planning meetings](#)
- [Communication about planning meetings](#)
- [Meeting 1](#) (May)
- [2](#) (April)
- [Meeting](#)

#### Meeting status update:

- RLS Director touch base only on Wednesdays (as a trial)





# TASKS

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- > **Todoist**
- > **All to dos**
  - **Email folders to clear**
  - **Websites to review**
  - **Things to tell others**
  - **Items for upcoming agendas**
  - **Long term goals**
  - **Routine tasks**
- > **Single source of truth**
- > **Look at *every day***

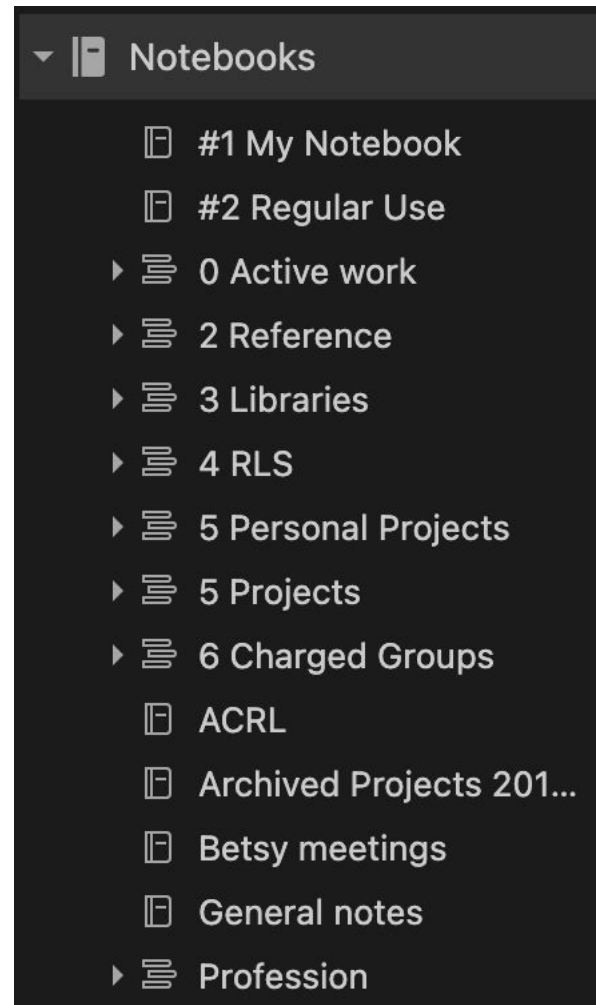
∨	<b>Projects</b>	+
>	● Long Term Thinking	54
>	● Short Term Projects	154
∨	● Buckets	1
	● Communication	77
	● HR	13
	● RLS Admin	34
∨	● Meetings	
	● Meetings	34
	● Team	49
	● Administration	65
	● Other Folks	7
>	● Routine	492



# NOTES

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- > **Evernote and OneNote**
  - Personal reference source
  - Input from numerous sources: handwritten notes, attach files, webpage screen shots, email
  - Single source of truth



# READING LIST: WEB

- > Instapaper
- > Save reading
- > Close tabs
- > Organize your reading

## Instapaper

- COVID-19
- How To
- Parenting
- Local
- Animals
- Human stories
- American Culture
- Politics
- Higher Ed
- Management
- Humanities
- Literature & Media
- Social Science
- Information Science
- Science
- Twitter
- Buddhism
- Technology
- Libraries

Search

Add Link lauren@laurenpressley.com

### The Librarian War Against QAnon

theatlantic.com · by Barbara Fister

Adam Maida / The Atlantic For too long now, shared reality has been fracturing before our eyes. Eli Pariser's concept of the "filter bubble" is already a...

2 weeks ago · 9 min



### Q&A: Libraries dean talks digitization, open access, information justice

news.unl.edu

If information is the lifeblood of a university, its libraries are the beating heart. On arriving at the University of Nebraska-Lincoln in August 2019 to...

3 weeks ago · 2 of 10 min remaining



### The BIG Collection Introduction

btaa.org

myBTAA Resources for: students administrators faculty About Calendar & Events Conferences Committees & Groups Contact Us Employment Opportunities History of the...

1 month ago · 4 min

### N.Y. Public Library Legal Boss Aims for 'Judicious' Spending

news.bloomberglaw.com · by Ruiqi Chen

Running the legal department for a large public-private partnership has required New York Public Library General Counsel Michele Coleman Mayes to carefully...

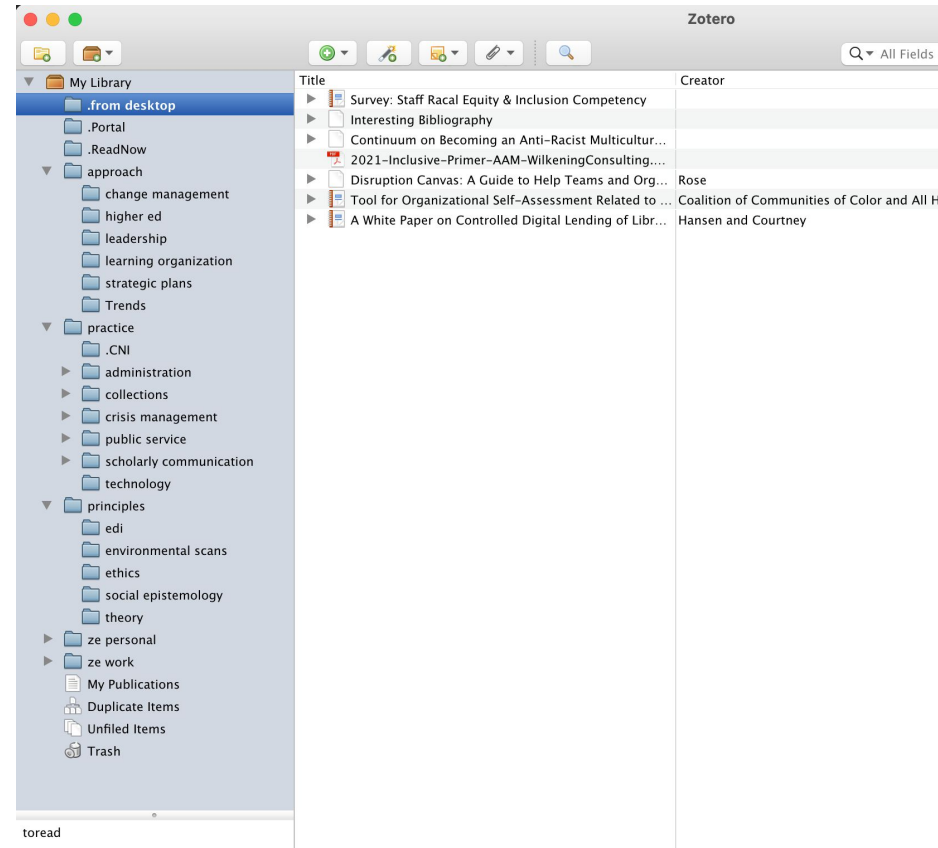
2 months ago · 5 min



# W

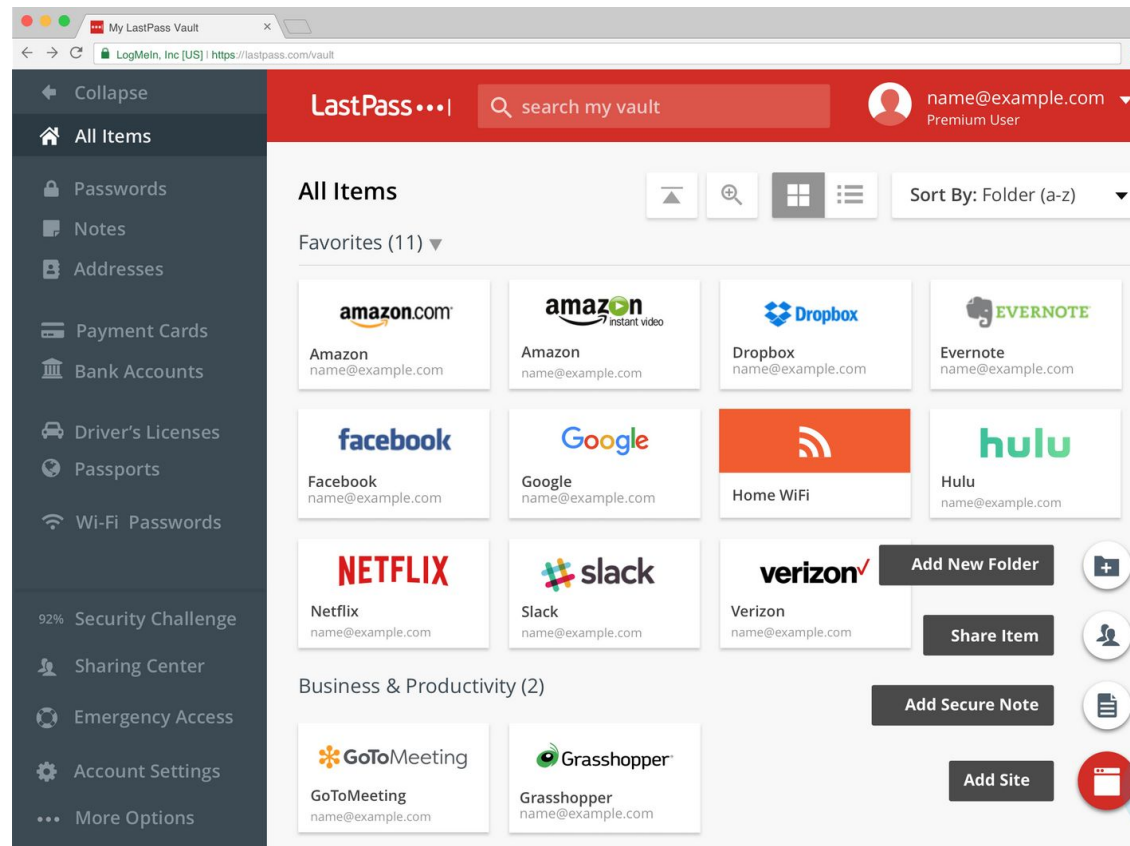
# READING LIST: SCHOLARLY ARTICLES

- > Zotero
- > Capture PDFs from databases
- > Capture metadata
- > Take notes on PDFs
- > Create bibliographies



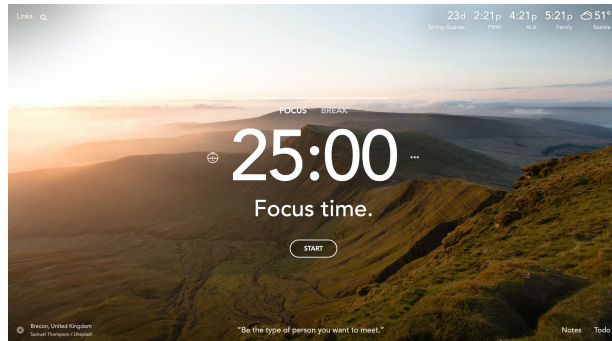
# PASSWORD MANAGERS

- > LastPass  
(I use 1Password)
- > Store passwords
- > Generate strong passwords
- > Browser plugins



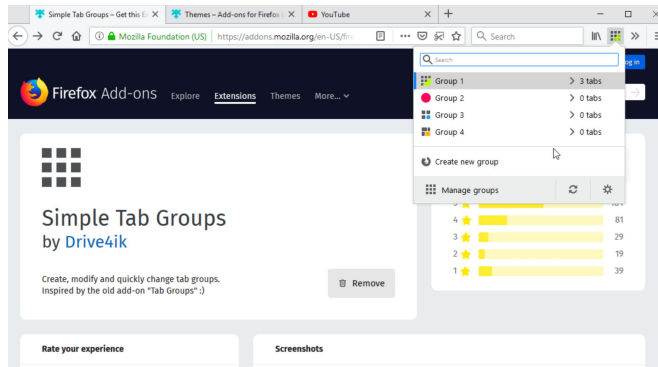
# BROWSER EXTENSIONS & ADD ONS

## > Momentum



## > OneTab

## > Simple Tab Group



2 tabs Created 3/9/2021, 11:20:07 PM  
Restore all Delete all Share as web page More...

- Weekly Online News 2021-03-01 — Staffweb
- Whole U: Time Management Session - Google Docs

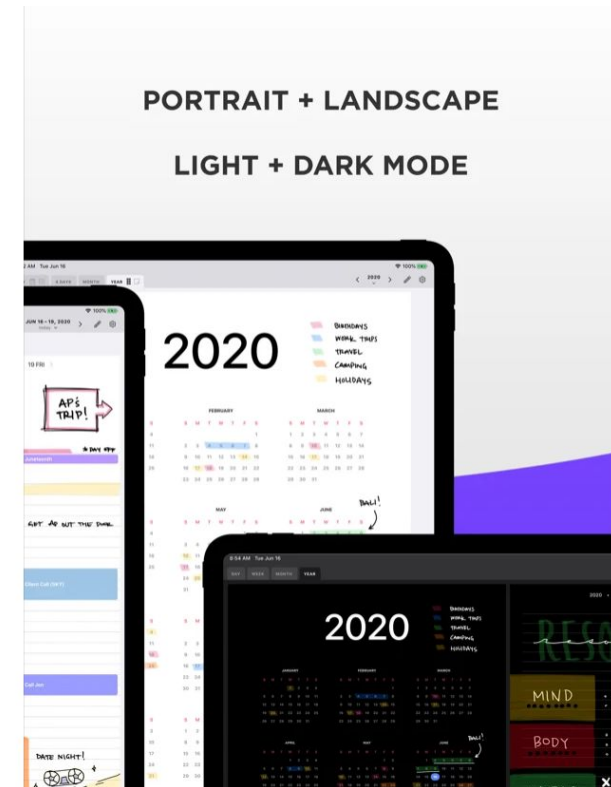
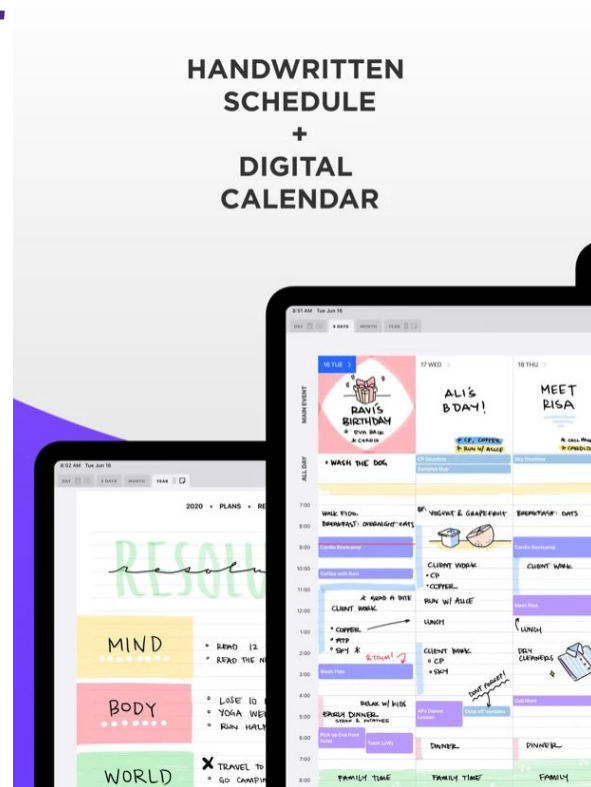
Working 6 tabs Created 2/28/2021, 8:59:17 PM  
Restore all Delete all Share as web page More...

- Inbox (13) - laurenmpressley@gmail.com - Gmail
- Today: Todoist
- Tasks | Habitica
- Shared drives - Google Drive
- RLS Directors WORKING DOCUMENTS - Google Docs
- PERSONAL PROJECTS - Google Docs



# DAILY AGENDA

- > Pencil Planner Pro
- > iPad + Pencil
- > Integrates Outlook calendar and written notes



# JOURNALING

- > DayOne
- > Track reflections, events, medical, cooking, etc

The screenshot displays the DayOne journaling app interface. On the left is a sidebar with a list of categories: All Entries (61), Journal (61), Recipes (45), Medial (6), Kids (347), Travel (589), Sample (480), Notes (11), and Medical (19). Below this are options for 'New Journal' and 'Settings'. The main area shows a calendar view for February 2019. The current date, February 19th (Tuesday), is highlighted in green. The entry for this date is titled 'Doctor Visits' and includes the text: 'Keep track of conversations, recommendations, visits, p...'. Below the text is an audio recording player showing a duration of 1 hour, 3 minutes, and 54 seconds. The entry also features a photo of a person at a desk. Other entries visible include 'Agenda: New Accounts' with a photo of a sandwich, 'Lunch and a drink at La Cambria' with a photo of a person, and 'As laughter is to a good joke, so too is photography to a good trip. They go hand in hand...'. The bottom of the screen shows a navigation bar with 'Medical', 'Checkup', 'Health', and '23°F Partly'.





# OVERVIEW

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  - Pomodoros
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  - Reading Lists
  - Password Managers
- > Other
  - Browser Extensions
  - Daily Agenda
  - Journaling

# QUESTIONS? COMMENTS? OTHER TIPS?

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