Tools for Information, Work, and Time Management

Lauren Pressley
UW Libraries
pressley@uw.edu

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OVERVIEW

> **Principles**
> **Time**
  – **Pomodoros**
  – **Special Apps**
> **Work**
  – **Email**
  – **Google Docs**
  – **Tasks**

> **Information**
  – **Notes**
  – **Reading Lists**
  – **Password Managers**
> **Other**
  – **Browser Extensions**
  – **Daily Agenda**
  – **Journaling**

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PRINCIPLES

For information tools

> **Assumptions**
>   – **Information overload**
>   – **Juggling tasks, projects, and goals**
>   – **Managing complexity will help!**

> **Techniques**
>   – **Experiment, but then focus!**
>   – **Reduce number of tools**
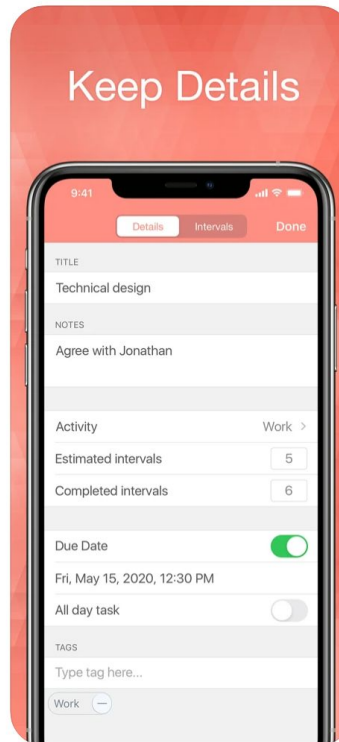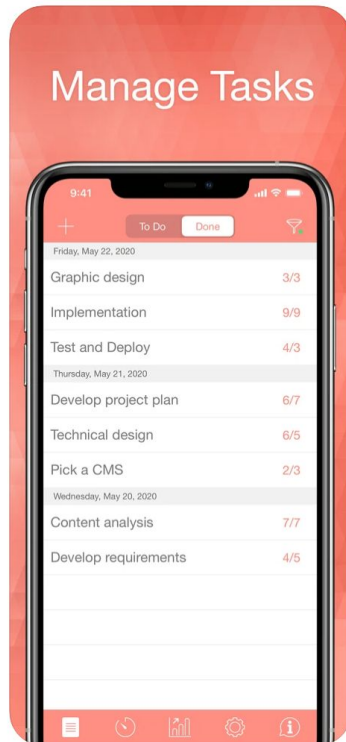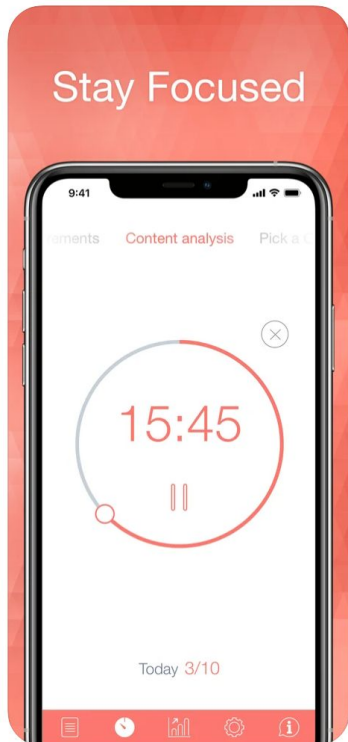>   – **Reduce total number of inboxes**

> **Caveats**
>   – **Deep dive into my system**
>   – **I work in an Apple/iOS ecosystem**
>   – **Most of these have PC/Android/Windows alternatives**
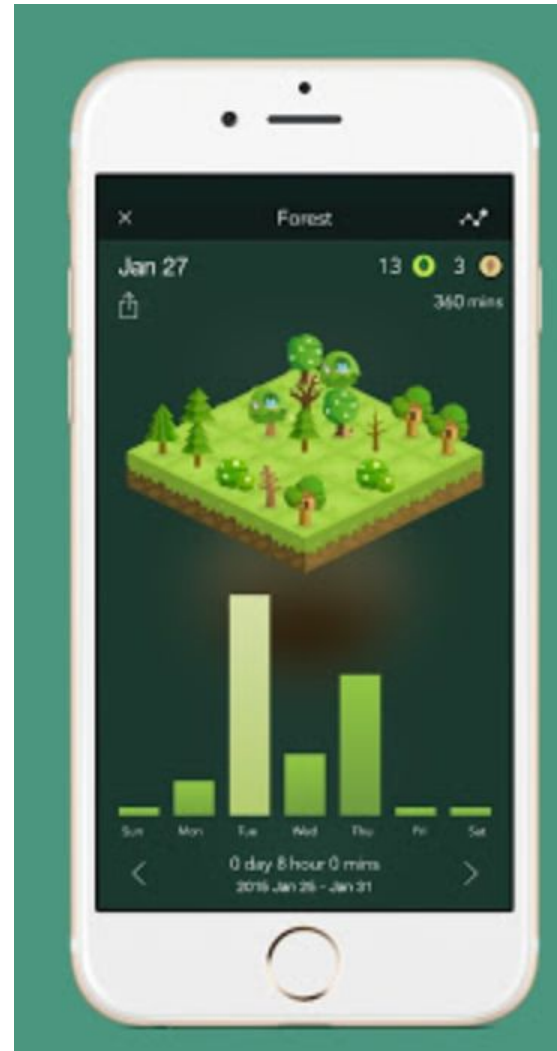
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Pomodoro Technique

> **25 minute blocks of time**
> **Be Focused Pro: timer and reporting**
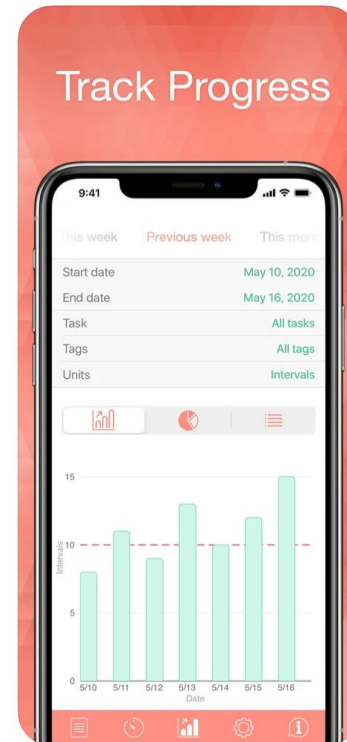
Pomodoro Technique

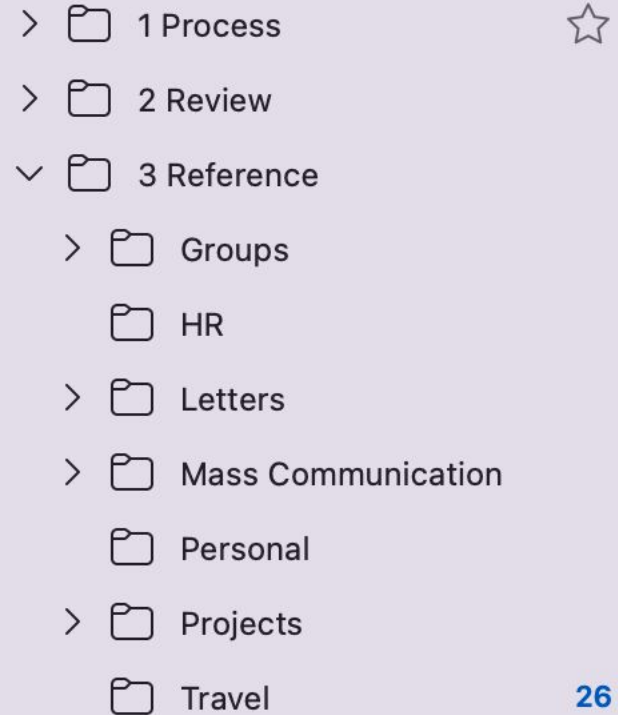> **Forest App**
  - **Timer**
  - **Blocking select websites**

EMAIL

> **Outlook Folders**
>   – **By action**
>   – **Records management https://finance.uw.edu/recmgt/email#sec4**
>   – **Batch processing**

EMAIL

> **Outlook Rules**
  - **Pre-sort**
  - **Review when able**
  - **Batch processing**

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 Endowmen
Carry Forward Li

My Financial Des

Budget Managen

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)

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TASKS

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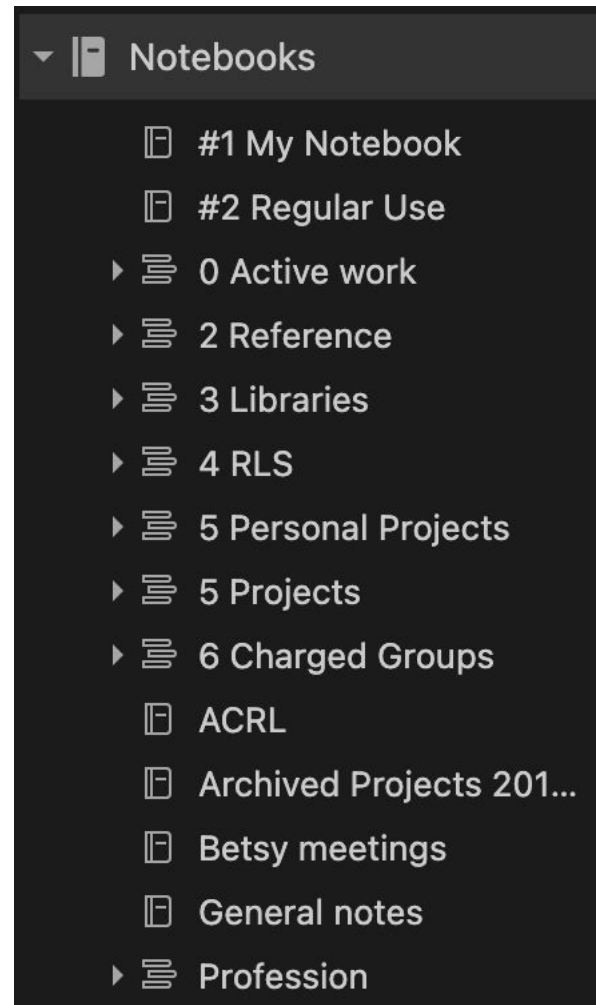> **Single source of truth**
> **Look at *every day***

Projects	+
⌄ 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

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NOTES

> **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**
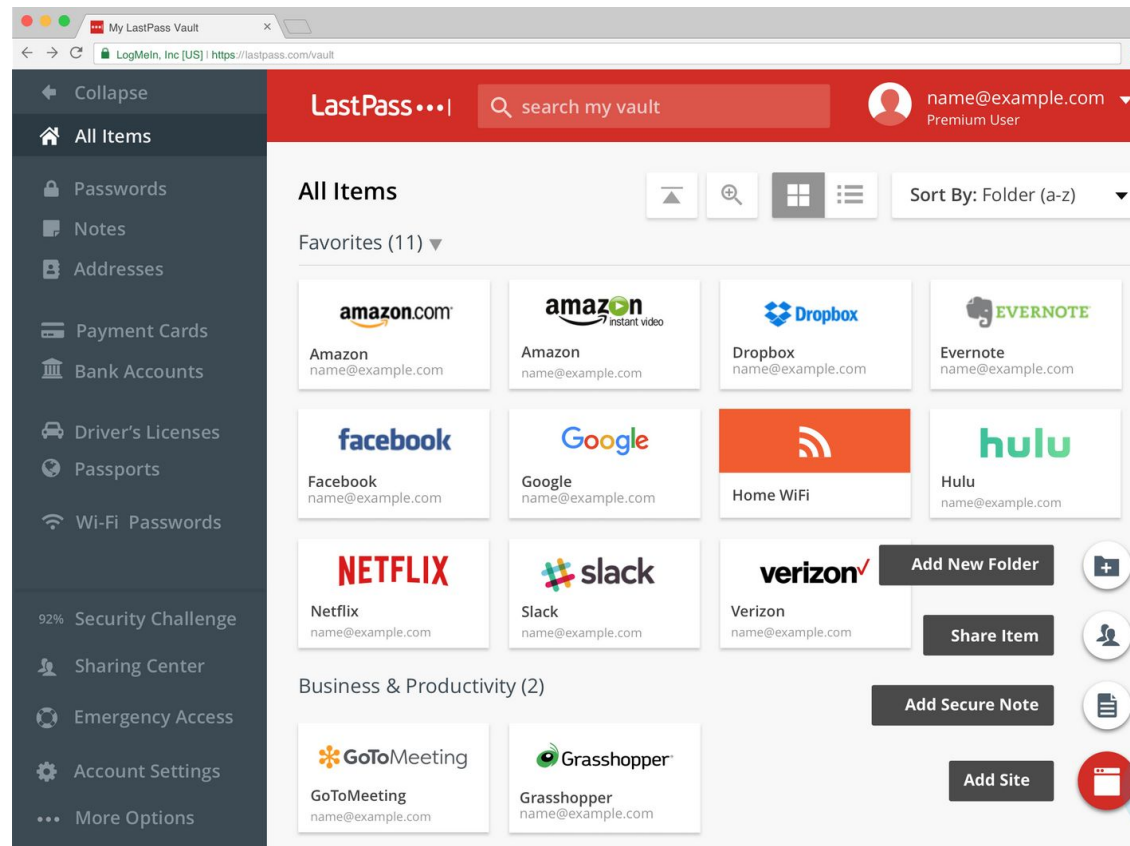
READING LIST: SCHOLARLY ARTICLES

> **Zotero**
> **Capture PDFs from databases**
> **Capture metadata**
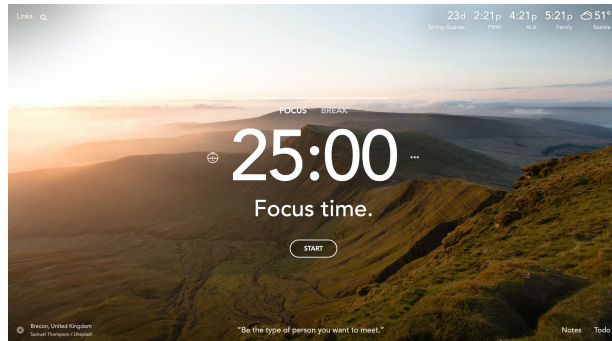> **Take notes on PDFs**
> **Create bibliographies**
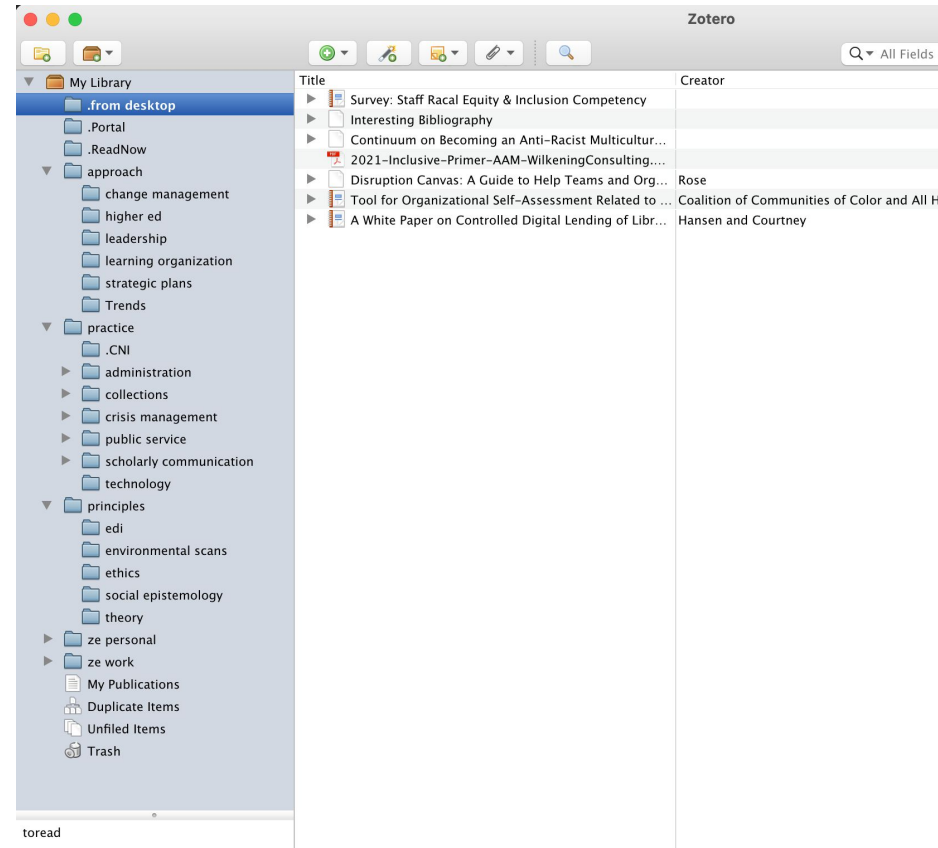
PASSWORD MANAGERS

> **LastPass**

   (I use 1Password)

> **Store passwords**
> **Generate strong passwords**
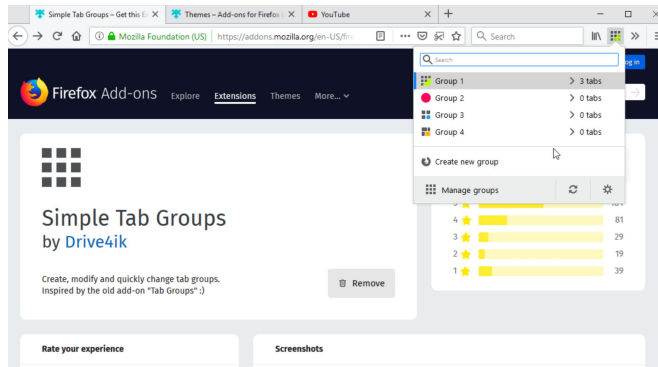> **Browser plugins**

BROWSER EXTENSIONS & ADD ONS

> ## Momentum

> ## OneTab

> ## Simple Tab Group

DAILY AGENDA

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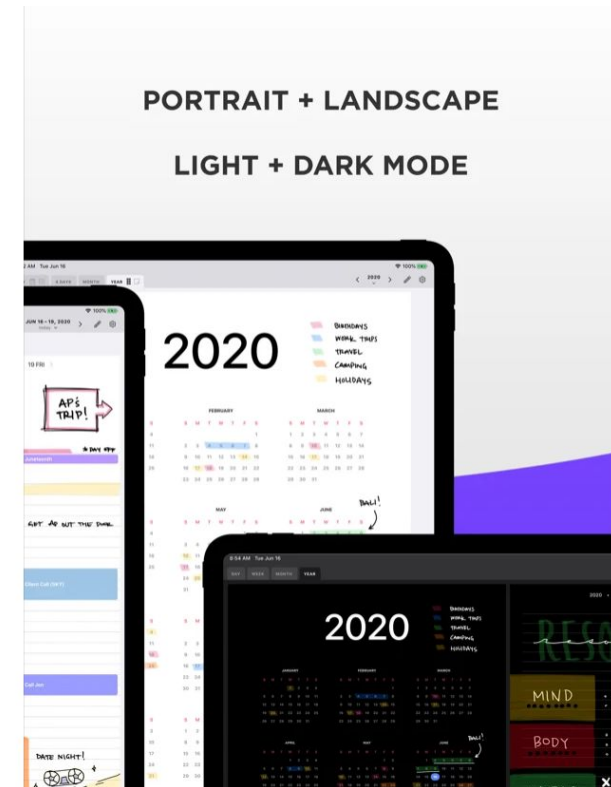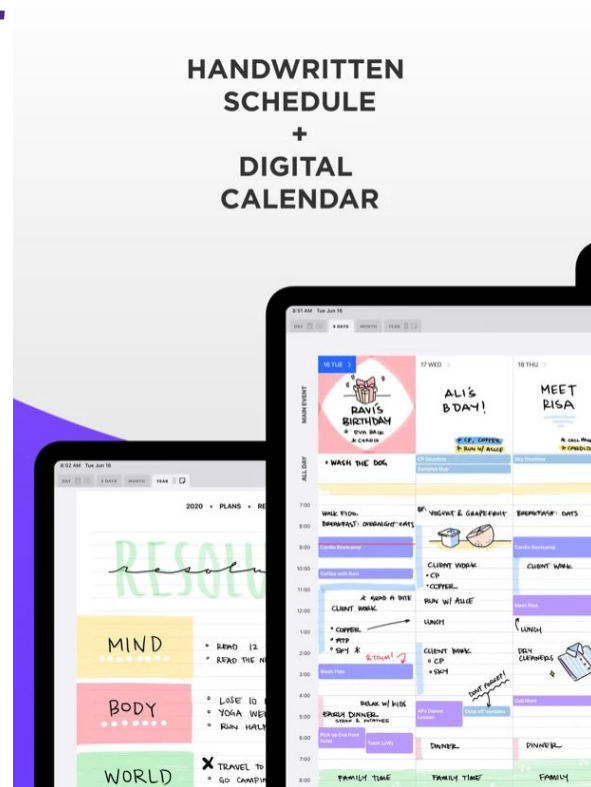
JOURNALING

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

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- – **Special Apps**

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QUESTIONS? COMMENTS? OTHER TIPS?

> **LAUREN PRESSLEY**
> **PRESSLEY@UW.EDU**

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