Tools for Information, Work, and Time Management

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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
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
Pomodoro Technique

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

- Forest App
  - Timer
  - Blocking select websites
Outlook Folders
- By action
- Records management https://finance.uw.edu/recmgt/email#sec4
- Batch processing
Outlook Rules

- Pre-sort
- Review when able
- Batch processing

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.

- **Received from bibliotheca or**
  - If the message was received from 'bibliotheca', delete the message and stop processing more rules on this message.

- **Sent to csibacmem@lists.ala.org or**
  - If the message was sent to 'csibacmem@lists.ala.org', delete the message and stop processing more rules on this message.

- **dss-l@lists.ala.org**
  - 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.

- **From “scholcomm-request@lists.ala.org” MoveTo “Done”**
  - 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.

- **Sent to Faculty Issues and Concerns or**
  - 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

Budget
  - Operations | Joyce
  - Hourly Budget
  - Allen Endowment
  - Carry Forward Liabilities
  - My Financial Details
  - Budget Management

Communication
  - Weekly Online News
  - Library Blog
  - Email lists

Guidelines
  - Policies
  - Travel
  - Financial Services

Research and Learning Services
  - Libraries 2020
  - Rough planning notes

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**

> 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*
> 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

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.bloomberg.com · by Ruqi 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
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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QUESTIONS? COMMENTS? OTHER TIPS?

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