Additional resources

PhD, Piers Steel. *The Procrastination Equation: How to Stop Putting Things Off and Start Getting Stuff Done*. Harper Collins, 2010.

eMeasure your procrastination :
https://www.guidedtrack.com/programs/t59i89g/run

Measure your self efficacy :
https://www.guidedtrack.com/programs/yxq8o8q/run
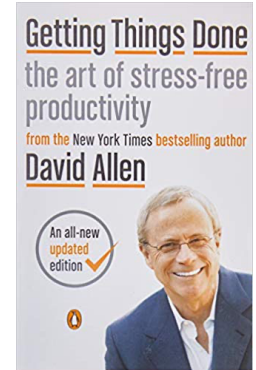
Walsh R. TagCite. https://github.com/Brikwerk/tagcite (2019).

Handout

Basic Read - Book

- Getting Things Done: The Art of Stress-Free – Revised 2015 edition

Free Resources

- The Productivity Manifesto by Nathan Barry - https://nathanbarry.com/productivity-manifesto/

- Organizing Creativity by David Wessel - http://www.organizingcreativity.com/book-as-pdf/

- E-Office Series – by Luc Beaulieu - https://lucbeaulieu.com/tag/e-office-series/
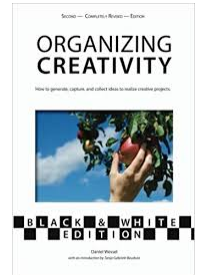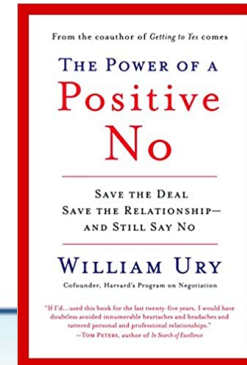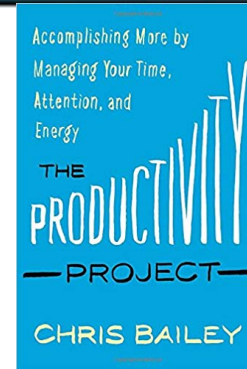
Deep Cut - Books

- The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy - Chris Bailey

- Smart Choices: A Practical Guide to Making Better Decisions (2015 edition) – Hammond, Keeney and Raiffa

- The power of a positive NO – William Ury
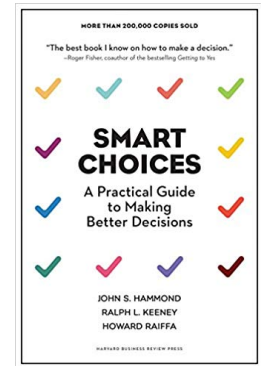
E-mails: a full talk by itself!

- Lots of approaches to reach "true" Inbox Zero
  - ✓ Try Sanebox Inbox Zero Academy tips (its free!)
  - ✓ Apply the 4 D's and the two minutes rule diligently

- Two main options to deal with read e-mails:
  - ✓ **Project-based (archive) folder system (I prefer this one)**
    - o <u>Same structure as task manager and file manager (automation!)</u>

  - ✓ One new e-mail and one archive folder (use software search function):
    1. Regular inbox as archive and create a *virtual inbox* only for unread e-mail!
    2. Move read e-mails from regular inbox to an archive folder

A Word about E-mails…

- Look at e-mails only a few times a day

  ✓ Avoid reading an e-mail multiple times

  ✓ Use VIP for urgent *waiting for [e.g. your boss(es)]*

  ✓ **No sounds, no vibration, no pop-up, no # on icons, …**

    ○ Except VIPs!

Task Manager – Which One?

Free and good enough

Paying…and the best on the market

Microsoft To-Do

todoist

OmniFocus   Things

PC/Mac/iOS/Android/Web
(Formerly: Wunderlist)

All platforms
(Including Linux)

Mac/iOS Only

Outlook or OneNote are not true, scalable task managers

Scientific Paper Management

http://www.zotero.org

http://www.mendeley.com

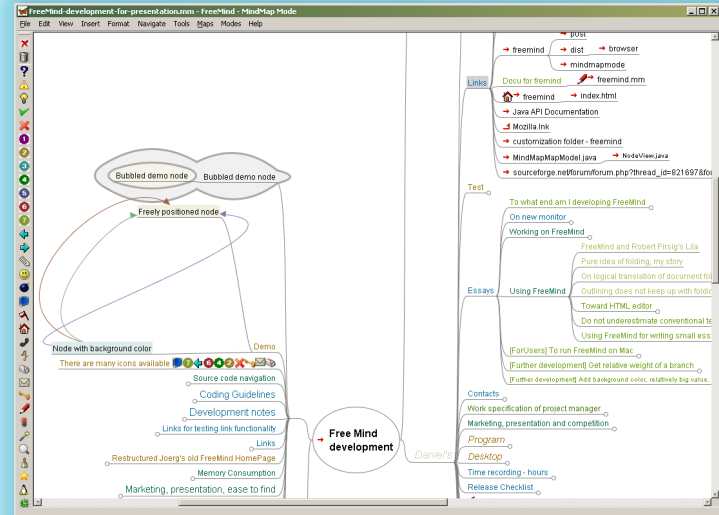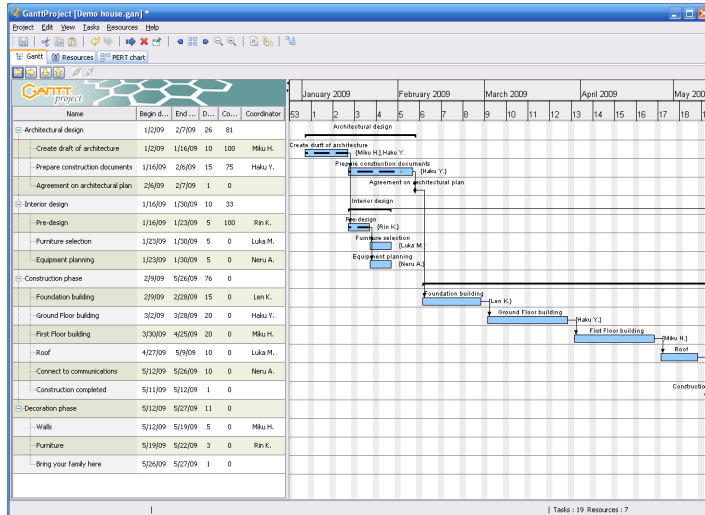https://paperpile.com

Exports in BibTex format!

Integrates with Google Docs!
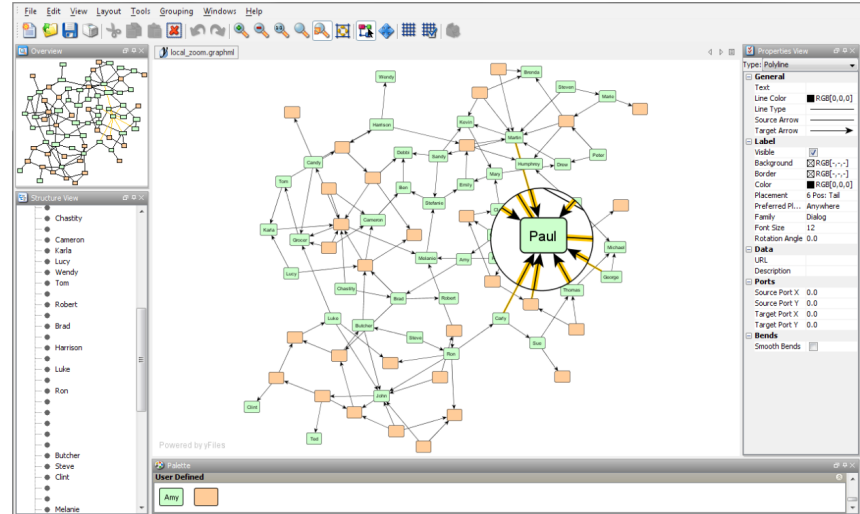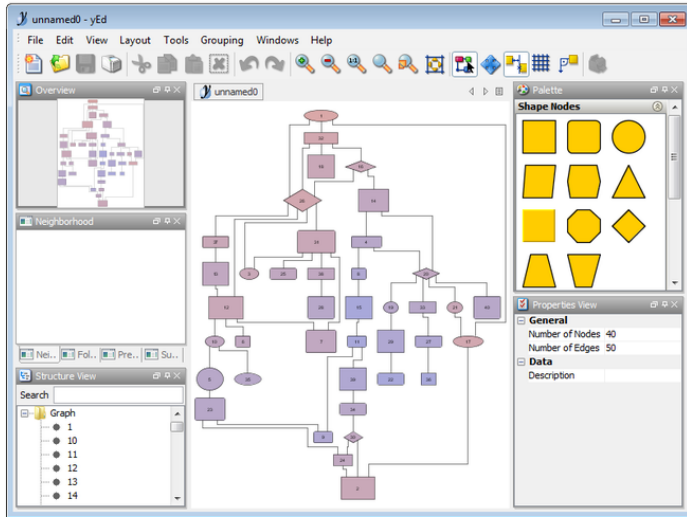
Project Management

Free and true multi-platforms!

freemind

Diagrams - yED

Free: OSX, Windows, Linux!

https://www.yworks.com/products/yed

Video Conferencing

- Lots of options…and probably limited to those allowed by your employer

- My take from hands-on experiences with committees, teaching for small and large classes (undergrad to grad students), virtual presentations, …

  - ✓ Small groups: Teams, Skype and FaceTime are all good

  - ✓ Large groups, anything above 30-40, with multimedia: Zoom is one big steps ahead of Teams (which now support vey large groups)

    - ○ GoTo Meeting through AAPM and also from various webinars also appears to work nicely

Stay in touch / Collaborative Work
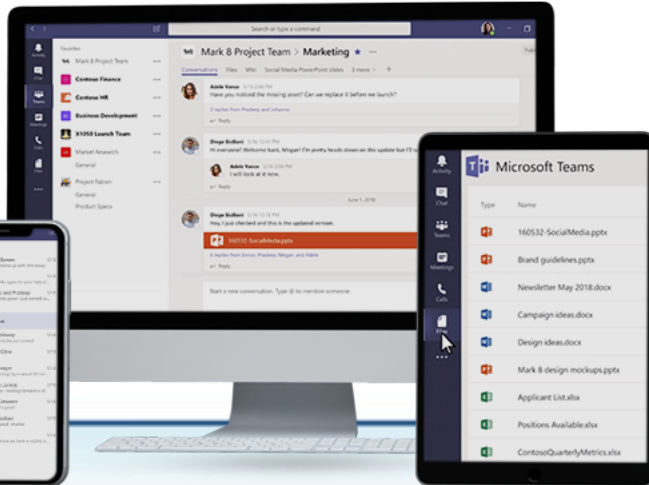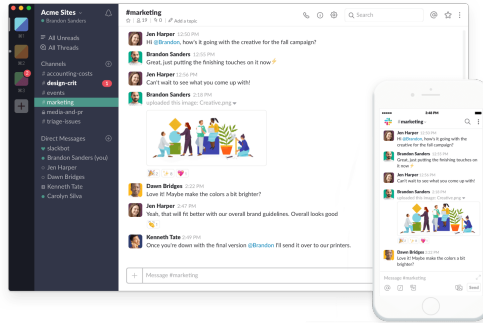
Basecamp

Stay in touch / Collaborative Work

https://discord.com
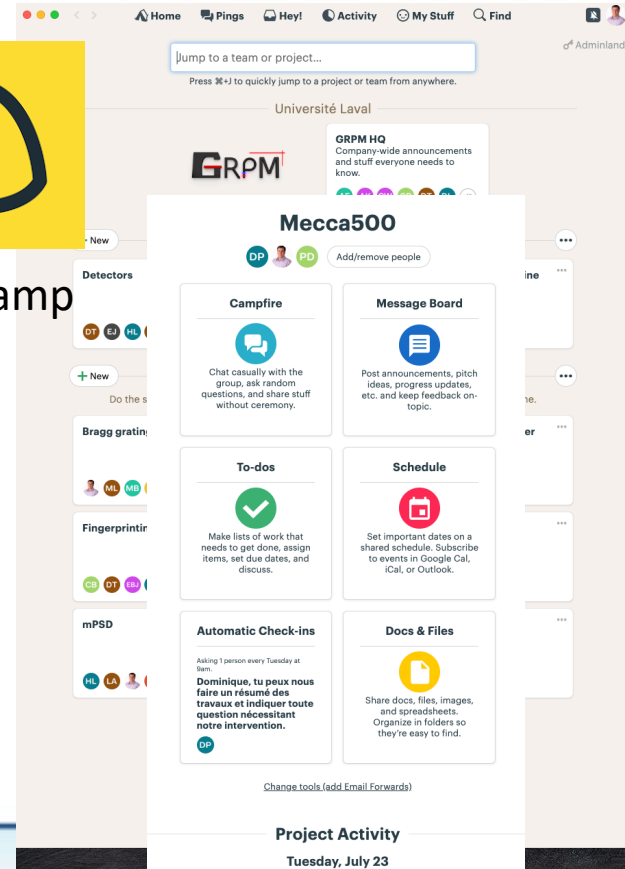
Discovery during the confinement period:
Many students in STEM, in particular physics and engineering, are on Discord!

Working from home

- 4 480 000 000 results in Google Search
  - ✓ 4 470 000 000 if "with kids" is added

- In any case try to carve a <u>dedicated</u> space with <u>appropriate</u> hardware
  - ✓ Maintain reasonable hours
  - ✓ Dress to work (no PJ, no boxers, …), it actually really help!
  - ✓ Plan 30 min blocks: 25 + 5 to get up, take water, …
  - ✓ Close shop for "me/family" time

Working from home

- Single working from home
- Couple working from home

- Couple/Single working from home with teenager/ young adults

- Couple working from home with young children

- Single with young children

Easier

Complexity

Difficult / Mission Impossible

References

- Bjarnason TA. Digital to-do: Paperless literature review. IEEE-Potentials, 30(4); 27-30 (2011).

- Vroom T. A tag cloud for Cory Doctorow. http://perlmonks.org/?node_id=707360 (2008).

- Walsh R. TagCite. https://github.com/Brikwerk/tagcite (2019).