

Handout

Tools, tips and tricks for improving (research) productivity

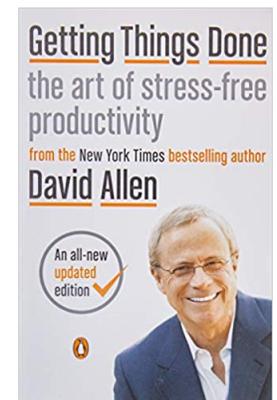
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Medical Physicist, CHU de Québec – Université Laval*



Basic Read - Book

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

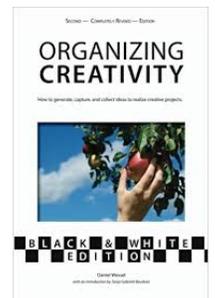


Free Resources

- 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/>

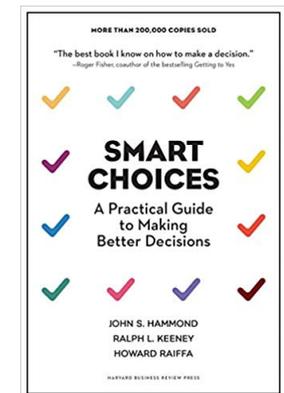
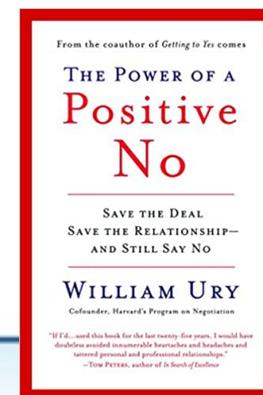
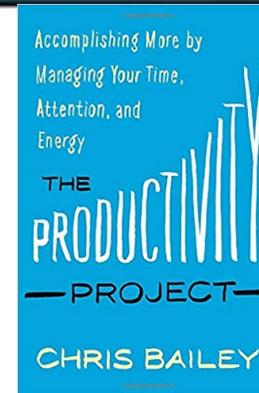
THE
**Productivity
Manifesto**

BY NATHAN BARRY



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)**
 - Same structure as task manager and file manager (automation!)
 - ✓ 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  **2min**
 - ✓ 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



Microsoft To-Do

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

Paying...and the best on the market



All platforms
(Including Linux)



OmniFocus



Things

Mac/iOS Only

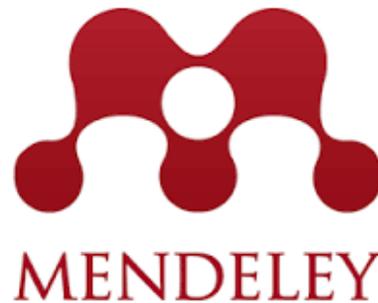
Outlook or OneNote are not true, scalable task managers

Scientific Paper Management

zotero

<http://www.zotero.org>

Exports in BibTex format!



<http://www.mendeley.com>



<https://paperpile.com>

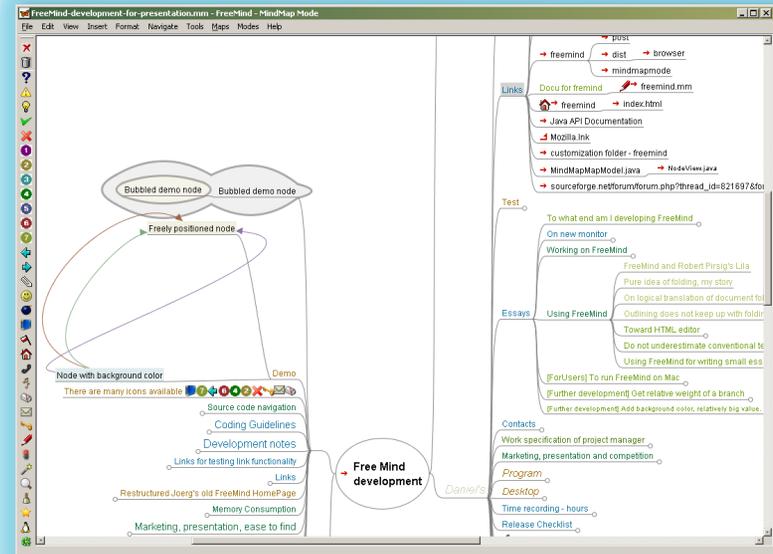
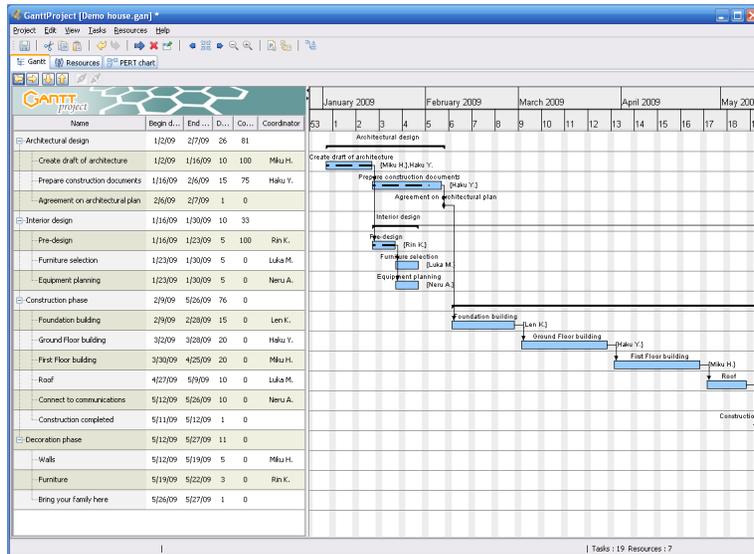
Integrates with
Google Docs!

Project Management

Free and true multi-platforms!

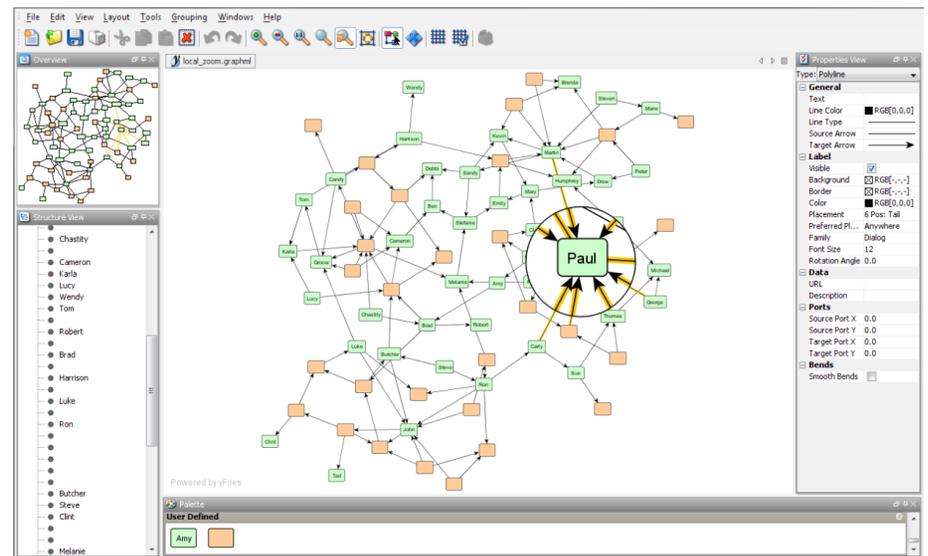
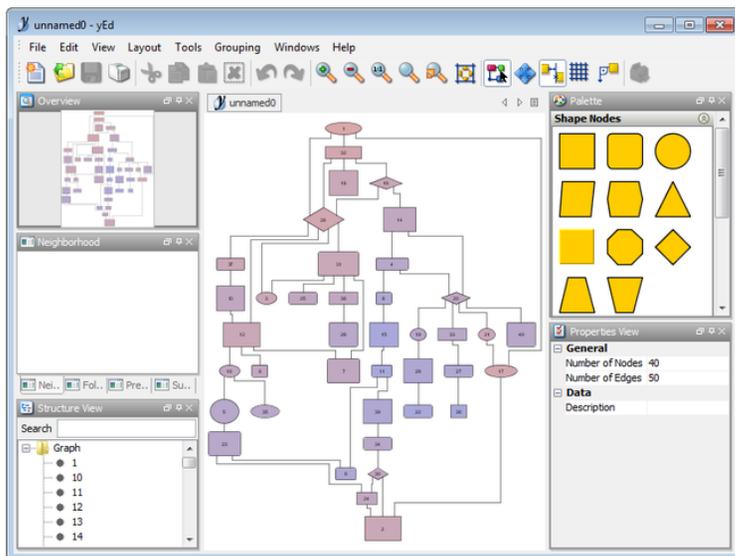


freemind



Diagrams - yED

Free: OSX, Windows, Linux!

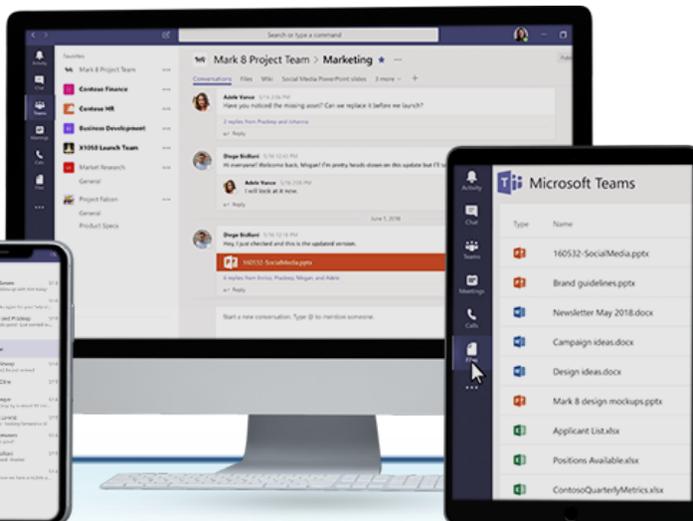


<https://www.yworks.com/products/yed>

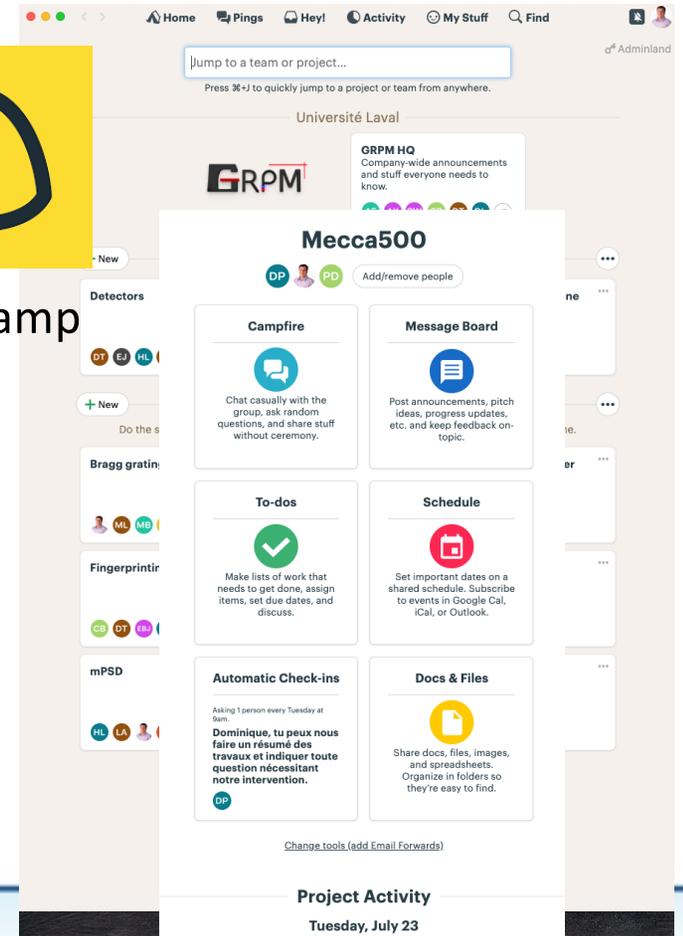
Video Conferencing

- 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

Discovery during the confinement period:
Many students in STEM, in particular
physics and engineering, are on Discord!



<https://discord.com>



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 dedicated space with appropriate 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