



Innovative Tools: Master the Art of Being Organized!

Jennifer Natale
Librarian

Appalachian
STATE UNIVERSITY.

Overview

- Get a handle on information overload and “clutter”
- Use new tools and technologies
- Use current tools better!
- Share your ideas



Questions

How much time do you think you spend per week trying to find something?

How does it make you feel when you can't find something?



When you can't find something...

- Wasted time searching
- Decreased efficiency
- Increased frustration, stress
- Draws our cognitive attention away from the task at hand, takes time to re-engage



Mobile Professionals

- Multiple devices
- Need to access our “files” from anywhere
- Going more digital





Tip #1: Organize Files

- Whether in print, google drive, hard drive, or email, organize your files into folders
- Try to be consistent in naming conventions and structure



Tip #2: Go Online

- Use Google Drive or an alternative like Dropbox or Evernote
- Prevent loss from failure
- Access from anywhere
- Organize everything: Email, notes, files, images, etc.



Tip #3: Go-To Locations

- Download email as pdf or save directly to Google Drive
- Google Drive app – camera (jpg)
- Scannable by Evernote
- Scanner that emails pdf to you



Tip #4: Use Calendar/Task List

- Add items into notes
- Sync across devices – for Task List use Go Tasks or Gtasks
- Sync personal & professional



Tip #5: Integrate Prof Dev

- Plan time on your calendar
- Set time lines on task list
- Google Calendar App - Goals
- Professional Reading

Instapaper

Evernote – Web Clipper

Browzine



Tip # 6: Address Your Challenges

- Self reflection
- Be honest with yourself
- How would you like to improve?
- Seek out solutions
- Do what works for you
- Try a new strategy



Tip #7: Time for Reset

- Take some time to reset/clean office
- Clean out, organize files (dig & print)
- Scan notes, documents
- Download, set up new apps and tools
- Streamline when possible



Tip # 8: Maintenance

- Handle things once or immediately
- When busy, use basket that you clean out weekly!
- Get into a weekly routine
- Don't put things off



Summary

Google – Drive, snap picture to upload,
Task List, Calendar, Keep, Goals

Evernote – Save photos, set reminders,
to-do list, take notes, web clipper

Instapaper – web reading



Other Free Tools

- Goodreads – manage reading list
- Zotero – manage research
- Feedly – manage news feeds
- Trello – project management
- Google Keep – note-taking
- Key Ring – rewards cards



Even More Tools

- Awesome Note – notes, cal, to do
- Recipe Gallery – organize recipes
- LastPass – passwords
- Pocket – read later
- IFTT – if this, then that



Suggestions From Participants

- Microsoft OneNote
- Bullet Journal
- LiveBinders
- Siri or Cortana
- Glassdoor
- Flipp



Questions? Contact Me

Jennifer Natale

natalej@appstate.edu

Twitter @JennNatale

