

www.jakubszymanik.com

My (Digital) Workflow

Jakub Szymanik



Friday Reflections by J. Cook, Copyright Analisa Enterprises, LLC

Pick simple decent axe & start cutting!

e.g. Google or Apple products

It's like training...

- Know your goals and design actions
- Use your agenda / calendar for
- **periodization:**
 - Macrocycle, e.g., academic year
 - Mesocycle, e.g., teaching block
 - Microcycle, e.g., one week
- with time you get more efficient.



Macrocycle

February
January
papers

March
events

April
May
teach

June
August
travel

September
October
grants

October
November
papers

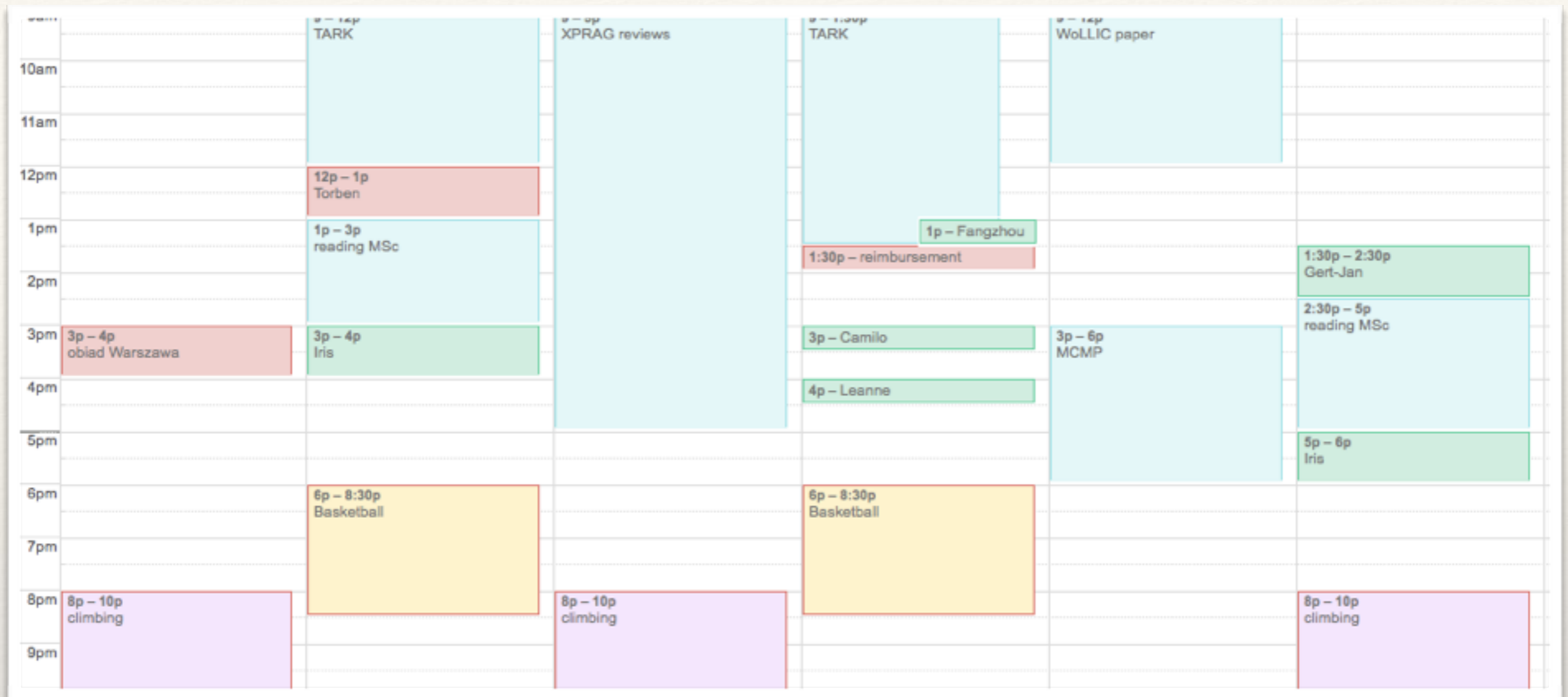
December
January
grants

Mezocycle: a rough plan for each period

Microcycles

- ❖ Weekly / Daily Reviews:
 - ❖ update your plan
 - ❖ be flexible
 - ❖ block similar activities
 - ❖ **appointments with yourself**
 - ❖ say `no`



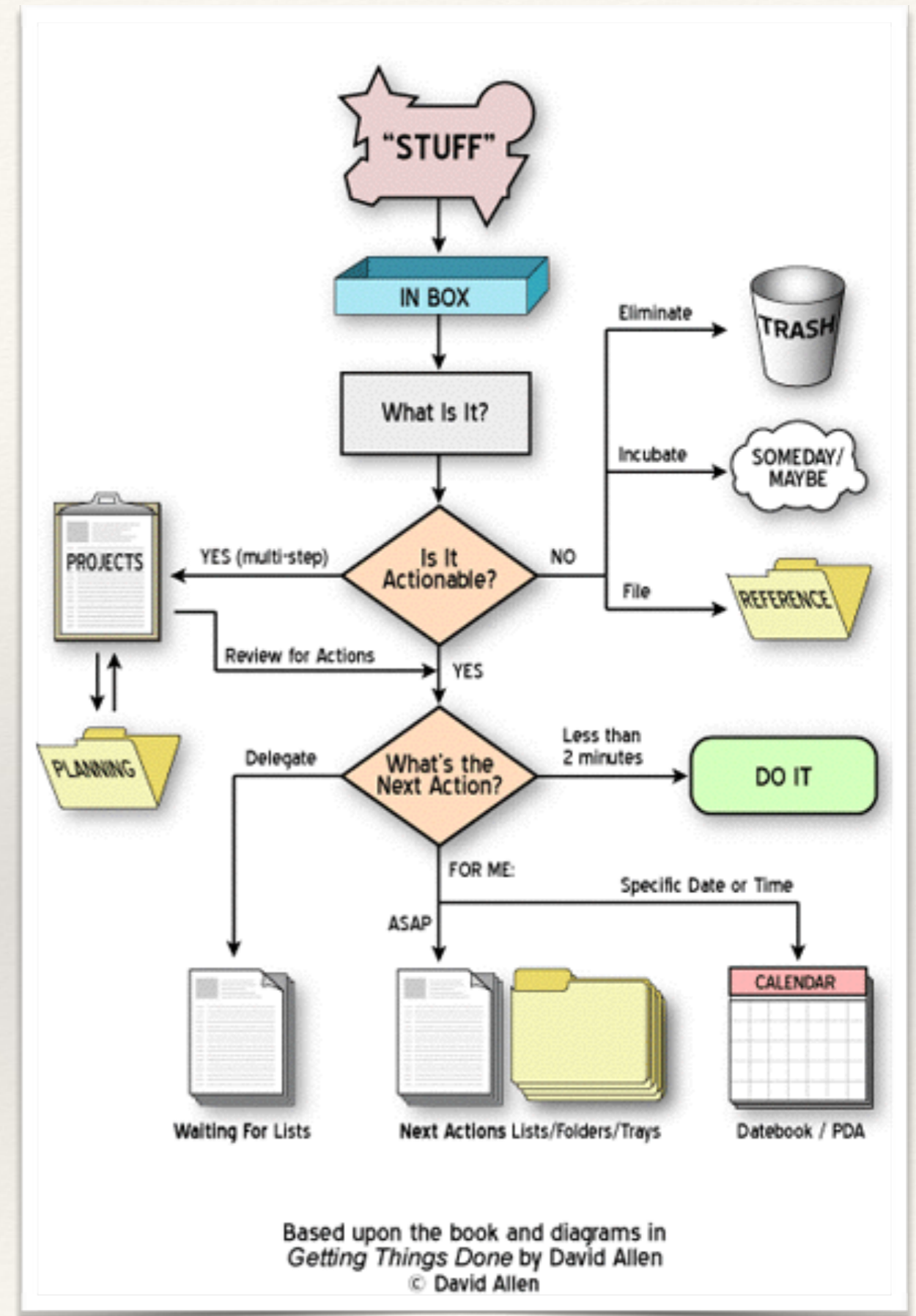


Planning your week

e.g., in Google calendar use different labels

Email=To-Do list

- Getting things done
- Zero inbox
- I use Action Inbox
- Weekly review



Check e-mail only once you're done with the most important task of the day.

Some tools that I use

- ❖ Dropbox / Google Drive / Overleaf / Github
- ❖ Gmail / Google Calendar / Tasks / Inbox + offline client
- ❖ Skype / Google Hangouts
- ❖ Clipster / Alfred / 1Password
- ❖ BibDesk / Mendeley
- ❖ ReadLater / Pocket
- ❖ Smartphone with Mailbox
- ❖ Twitter (@Logic_Cognition)
- ❖ Wordpress



**KEEP
CALM
AND
GET STUFF
DONE**