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My (Digital) Workflow

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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

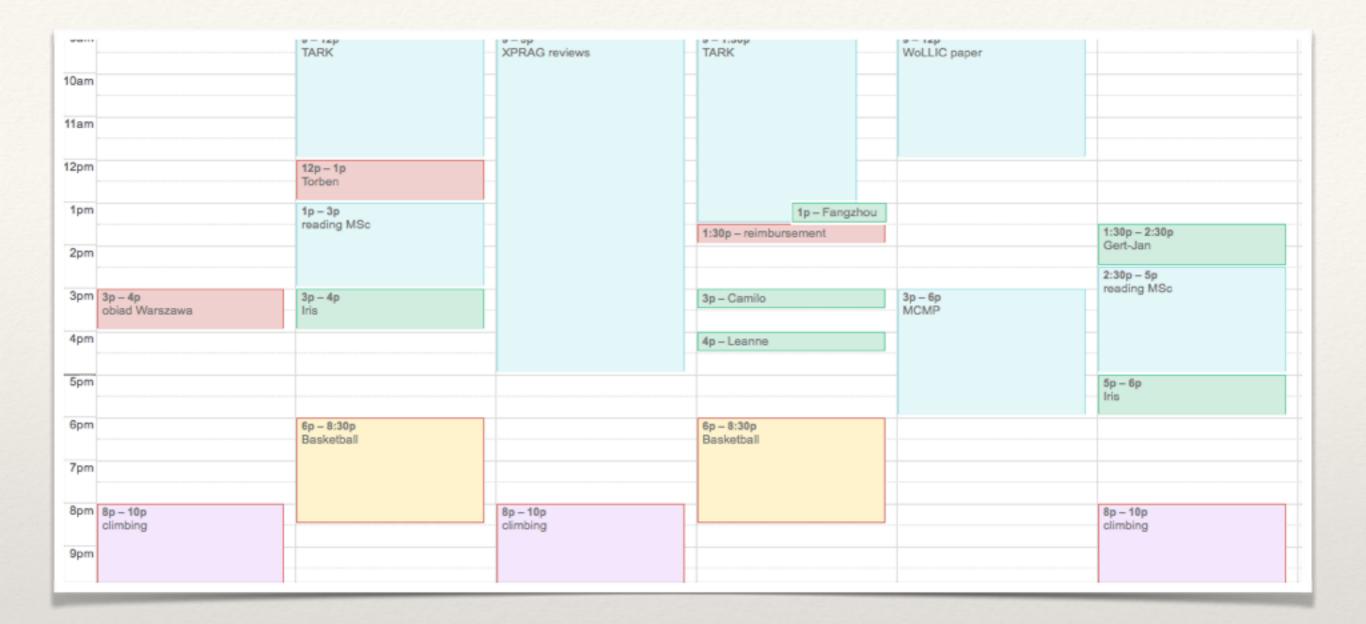
February	March events	April	June	September	October	December
January		May	August	October	November	January
papers		teach	travel	grants	papers	grants

Mezocycle: a rough plan for each period

Microcycles

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

EXTRAORDINARY IMPORTANT PRODUCTIVITY **NECESSITY** Proactive work Crises **High-impact goals Emergency meetings** Creative thinking Last-minute deadlines **Planning** Pressing problems Prevention Unforeseen events Relationship building Learning and renewal () 3 DISTRACTION Needless interruptions Trivial work Unnecessary reports Avoidance activities Irrelevant meetings Excessive relaxation, Other people's minor issues television, gaming, Internet NOT IMPORTANT Unimportant emails, tasks, Time-wasters phone calls, status posts, etc. Gossip URGENT

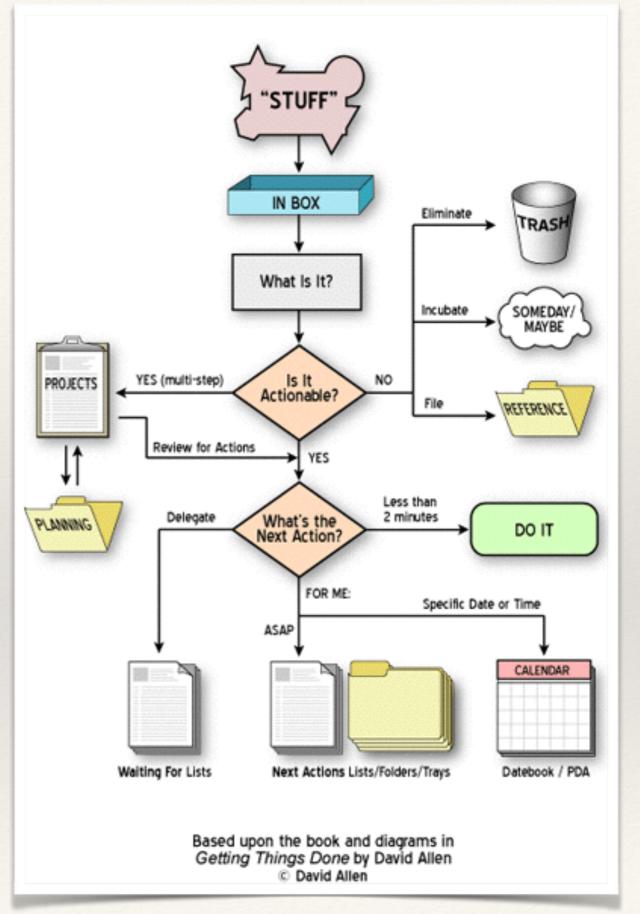


Planning your week

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

