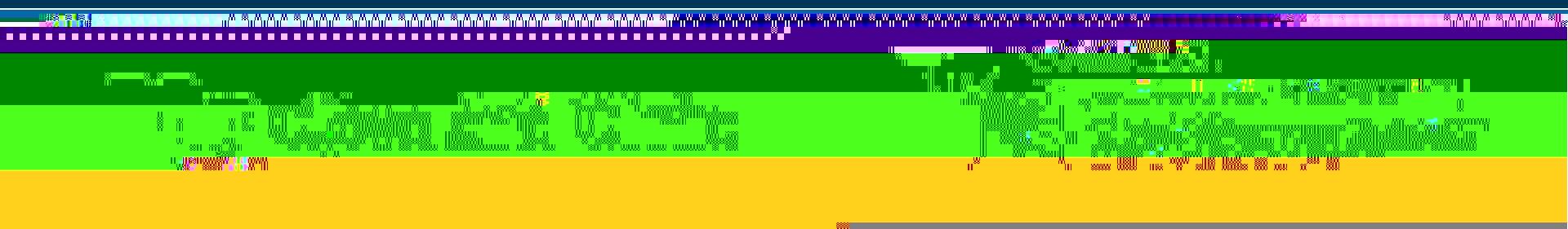


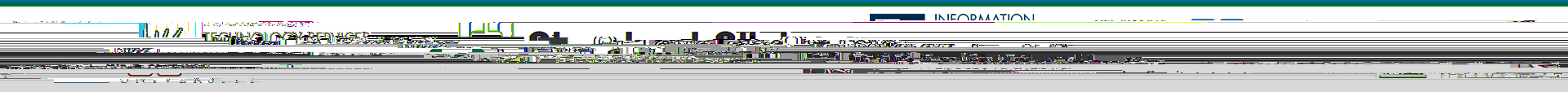
work smarter not harder

email | calendar | meetings | notes | organization



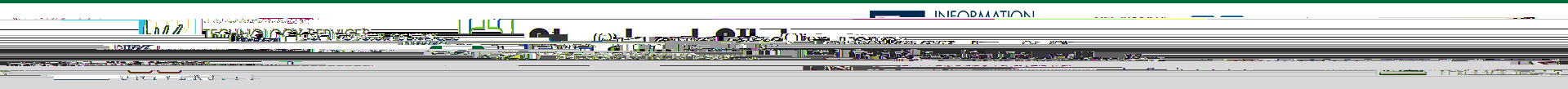
information technology services (ITS)

- provide university-wide



managing your email

how many of your inboxes
look like this?



inbox zero

get to an empty inbox with just three folders

1. archive (all-mail)
2. action required
3. awaiting response

inbox zero

if an email arrives requiring...

- no action »
read + archive
- < 3 minutes of action »
read, complete + archive
- > 3 minutes of action »
file to “action required” + handle it later

inbox zero

if you send an email asking something of someone else
» file “awaiting response”

inbox zero

dedicate time to **process your email**

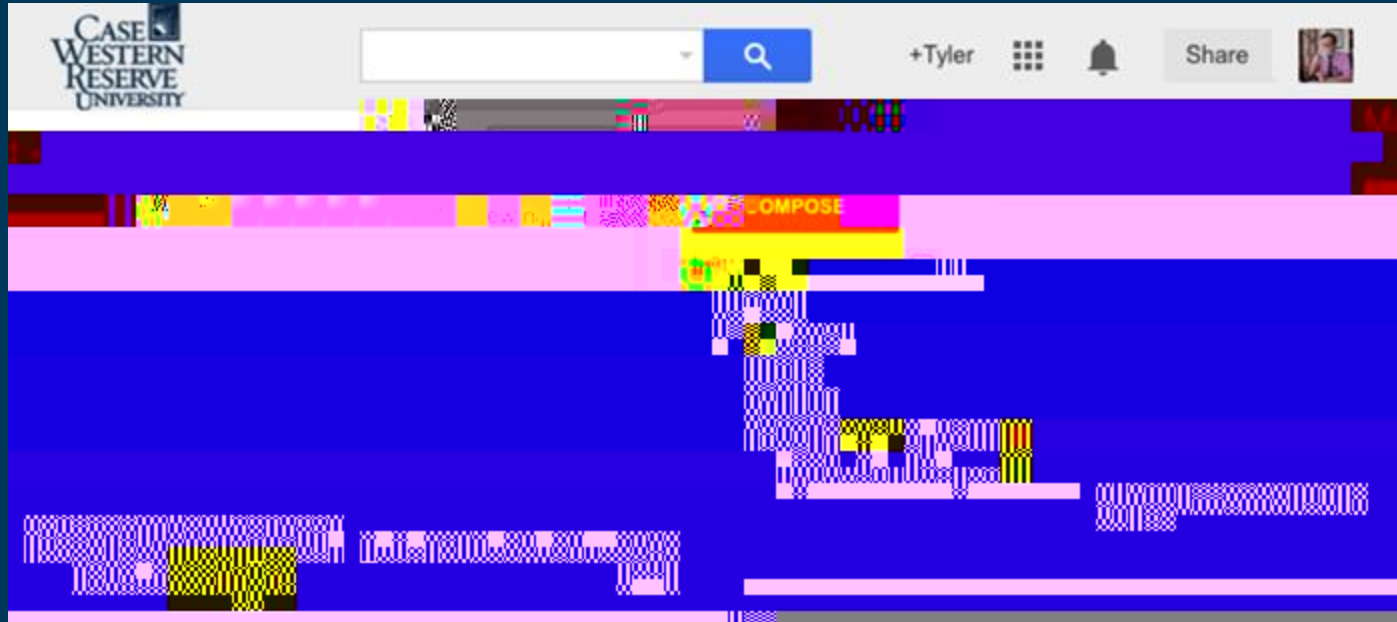
1. address “action required” email
2. nag recipients of “awaiting response” email
3. archive resolved messages

inbox zero

- email apps are easily searchable » you no longer need a filing cabinet of folders
- your favorite apps are compatible » use inbox-zero with apple mail, microsoft outlook + more



inbox zero



managing your calendar

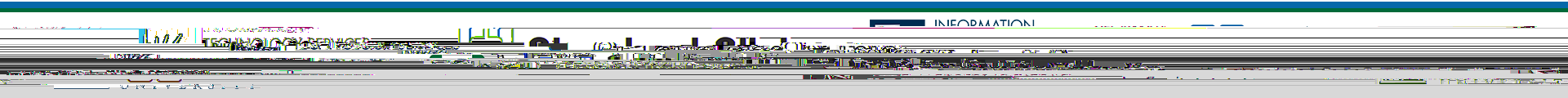
- **block off me-time** »
if you don't prioritize your schedule, others will
- **decline meetings** »
if your role in the meeting isn't defined; consider declining
- **add videoconferencing links** »
adobe connect + google hangouts are available via CWRU
- **schedule speed meetings** »
change default meeting time from 60 to 30 minutes in settings
- **keep multiple calendars** »
consider separate calendars for work, tasks + personal

managing your meetings



managing your meetings

meetings are **expensive!** treat them that way.



managing your meetings

purpose?

desired outcomes?

assign roles.



PDORA

managing your meetings

send notes + action items within 24 hours

managing your meetings

- maximize efficiency by holding 30 minute meetings
- use videoconferencing whenever possible
 - adobe connect » connect.case.edu
 - google hangouts » webcalendar.case.edu
- take + share meeting notes with google docs
 - webdocs.case.edu

managing your meetings

recommended reading:
mining group gold
thomas kayser



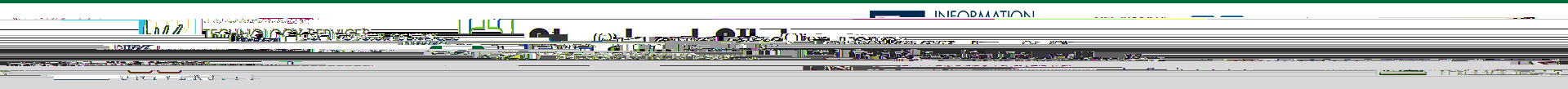


why do we still do this when we
have notebooks in our pockets?

streamline your notes: the hoarders

evernote

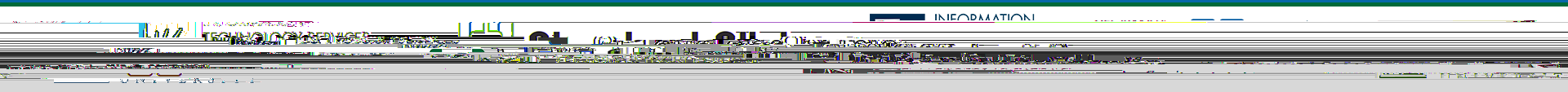
- access it everywhere: Web, Mac, Windows, Android, iPhone and iPad
- save everything with corresponding apps and add-ons
 - [skitch](#) (Mac) saves screenshots
 - [web clipper](#) (Firefox, Safari, Chrome) saves websites
 - [clearly](#) (Firefox, Safari, Chrome) saves articles
- search all of your notes and clips from one field

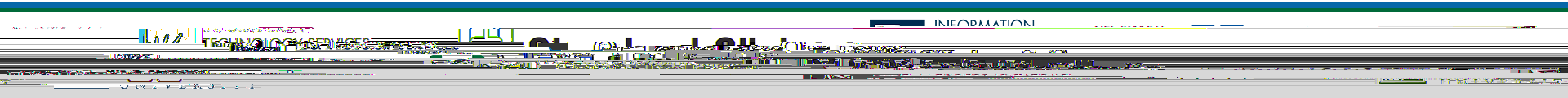


managing your notes: the binder-carriers

microsoft onenote

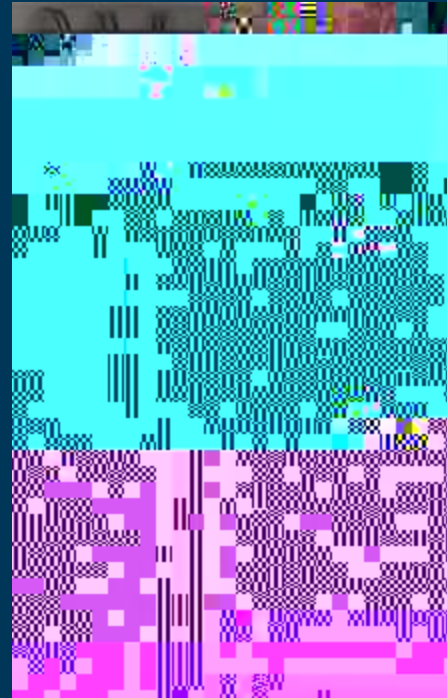
- [access it everywhere](#)

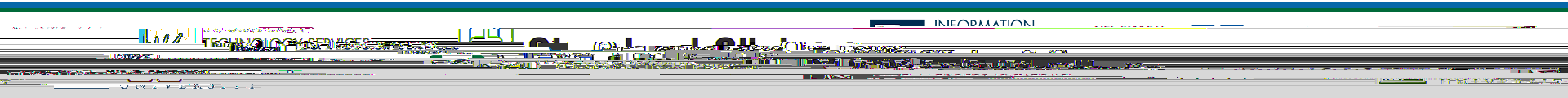




managing your life

we all had one of these...
but we can do better now

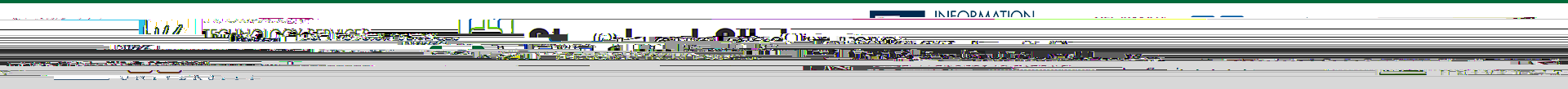




managing your life: as a running list



wunderlist

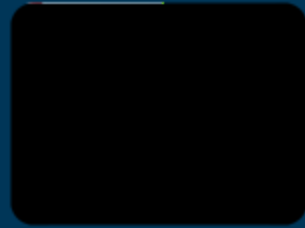


wunderlist

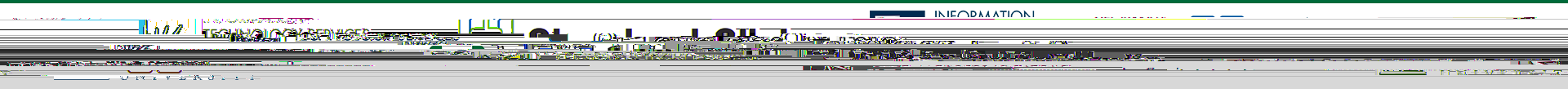
- create lists of tasks that are synchronized across all of your devices
 - web, Android, iPhone, iPad, mac and windows
- set reminders and due dates
- create sub-tasks
- invite collaborators
- standard account is free



managing your life: as a deadline



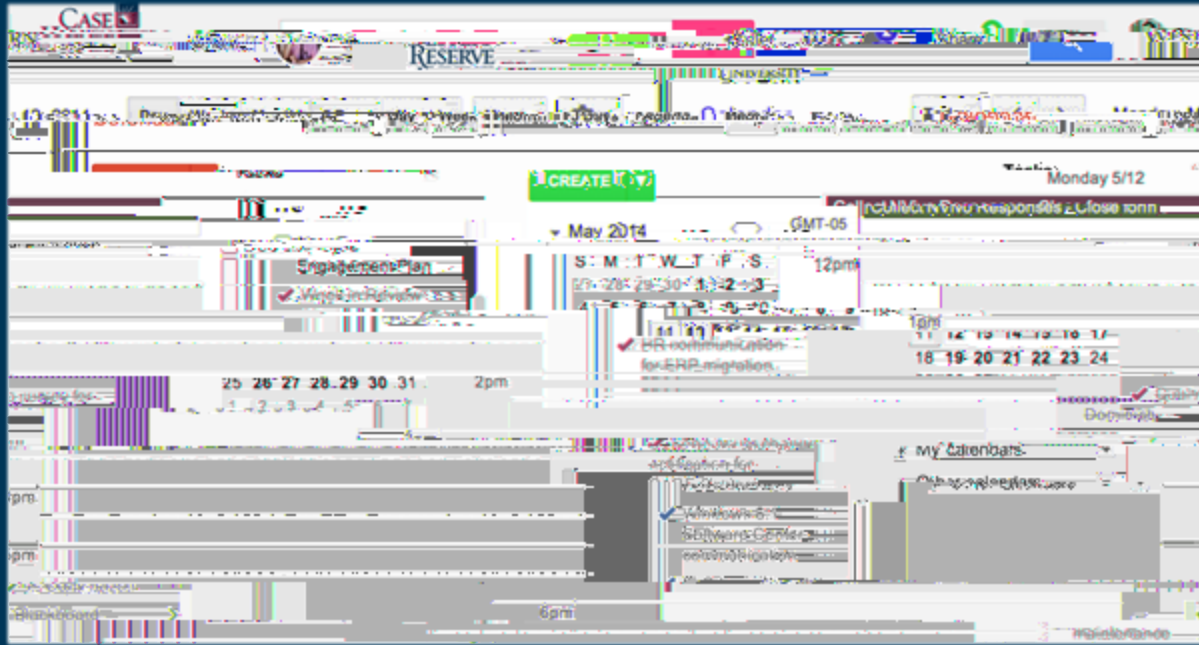
google mail + calendar



managing your life: as a deadline

- create a task in google mail
 1. select

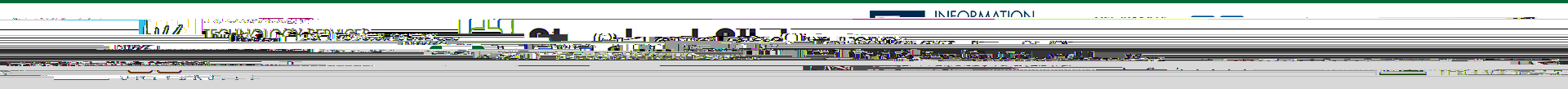
managing your life: as a deadline



managing your life: task-by-task



google keep



managing your life: task-by-task

- keep.google.com » your personal “post-it” board
- jot down tasks and notes individually, arrange to your preference
- supports images, audio, lists and reminders
- also available: mobile Android app and desktop extension for google chrome web browser (free)

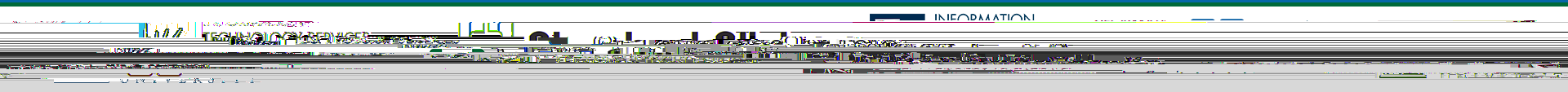
tasks and notes in google keep





learn what, where + when you want

-



get social

check social media for the latest news + updates



CWRU
Information
Technology
Services

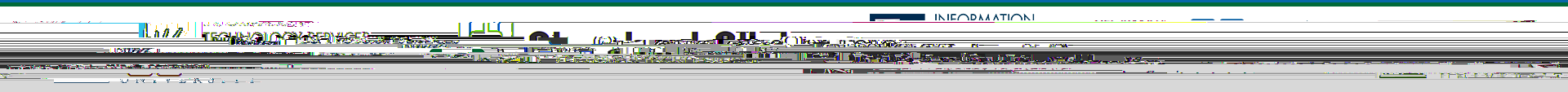


@CWRUITS

@CWRUITS_STATUS



CWRU
Information
Technology
Services



questions + contact

its service desk »

- anytime technology support
- 216.368.HELP (4357)
- help@case.edu
- help.case.edu

tyler hoffman »

- communications + training
- 216.368.8832
- tyler.hoffman@case.edu
- [@tylerehoffman](https://twitter.com/tylerehoffman)