

work smarter not harder

email | calendar | meetings | notes | organization



INFORMATION
TECHNOLOGY SERVICES
CASE WESTERN RESERVE
UNIVERSITY



Cleveland Clinic

information technology services (ITS)

- provide university-wide technology services
 - teaching
 - learning
 - research
 - “getting things done”
- provide unlimited technology support



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

The screenshot displays a Gmail interface for a Case Western Reserve University account. At the top left is the university logo. A search bar is present with a magnifying glass icon. To the right of the search bar are icons for '+Tyler', a grid, a bell, and a 'Share' button with a profile picture. Below the search bar is a 'Mail' section with a dropdown arrow, a refresh icon, and a 'More' dropdown. A 'COMPOSE' button is located on the left side. The main area of the inbox is empty, with the text 'No new mail!' centered. On the left sidebar, the 'Inbox' folder is selected, with other folders like 'Starred', 'Sent Mail', 'Drafts', and 'All Mail' listed below. At the bottom of the sidebar, there are links for '@ Action Required' and '@ Awaiting Respo...'. At the bottom of the main area, there is a storage usage indicator: '8.37 GB (20%) of 40 GB used' with a 'Manage' link. To the right of this is the copyright notice: '©2013 Google - Terms of Service - Privacy Policy - Program Policies' and 'Last account activity: 2 minutes ago' with a 'Details' link. The interface is powered by Google.

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



INFORMATION
TECHNOLOGY SERVICES
CASE WESTERN RESERVE
UNIVERSITY



Cleveland Clinic

managing your meetings

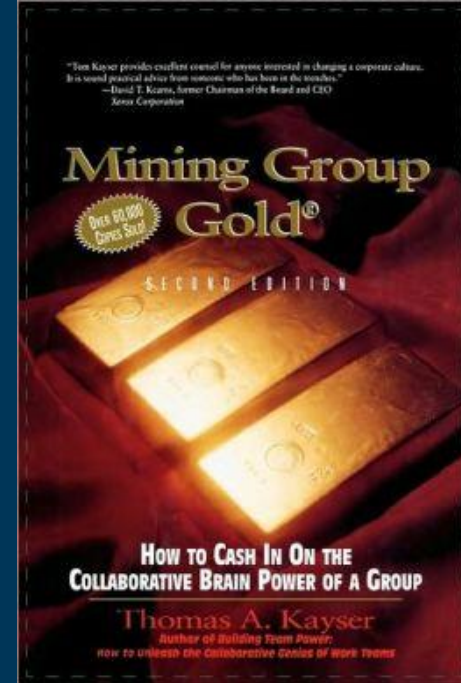
send notes + action items within 24 hours

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



INFORMATION
TECHNOLOGY SERVICES
CASE WESTERN RESERVE
UNIVERSITY



Cleveland Clinic



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

managing your notes

three kinds of note-takers:

1. **the hoarders**: notes are a repository for life
2. **the binder-carriers**: notes need to be highly-organized
3. **the sharers**: notes need to be easily shareable

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:** web, mac, windows, android, iPhone and iPad
- **organize notes** into binders, sections and pages
- **easily add** text, graphics and media from other Microsoft applications (e.g., Word, PowerPoint)
- **collaborate** in real-time using Office 365
- **search** all of your notes and clips from one field



managing your notes: the sharers

google docs

- built into [google drive](#)
- [access notes](#) anywhere using an Internet connection
- [link notes](#) to an entry in google calendar
- [seamlessly collaborate](#) with others in real-time; all you need is a google account
- [search](#) all of your notes, documents, spreadsheets and presentations from one field



managing your life

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



managing your life

how you think of tasks determines how you should manage them

- as a running list: sort tasks chronologically
- as a deadline: sort tasks by due date
- as a single item: sort tasks individually (e.g., like post-it notes)

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 **tasks** from the **more** drop-down menu
 2. create a task directly from an email message
- assign a date to any task
- date-assigned tasks appear in google calendar

managing your life: as a deadline

The screenshot shows a web-based calendar interface for Case Western Reserve University. At the top left is the university logo. A search bar labeled "Search Calendar" is next to it. To the right are user controls: "+Tyler", a grid icon, a notification bell with a red "2", and a "Share" button with a profile picture. Below this is a navigation bar with "Calendar" in red, "Today", navigation arrows, the date "Monday, May 12, 2014", and view options: "Day", "Week", "Month", "5 Days", "Agenda", "More", and a settings gear. The main area is a calendar grid for May 2014. A red "CREATE" button is at the top left of the grid. The grid shows the current date, May 12, highlighted. A task titled "Collect NVivo Responses - Close form" is scheduled for 12pm on Monday, May 12. To the right of the calendar is a "Tasks" panel with the heading "ITS" and a list of tasks: "New Employee Engagement Plan" (unchecked), "Week-in-Review (Wed-)" (checked), "HR-communication-for-ERP-migration" (checked), "Qualtrics-survey-for-Dominish" (checked), "Send-hours-change-notification-for-GARE-Centers" (checked), "Windows-8.1-Software-Center-communication" (checked), "IE-Oday-notice" (checked), and "Blackboard-maintenance" (checked).

managing your life: task-by-task

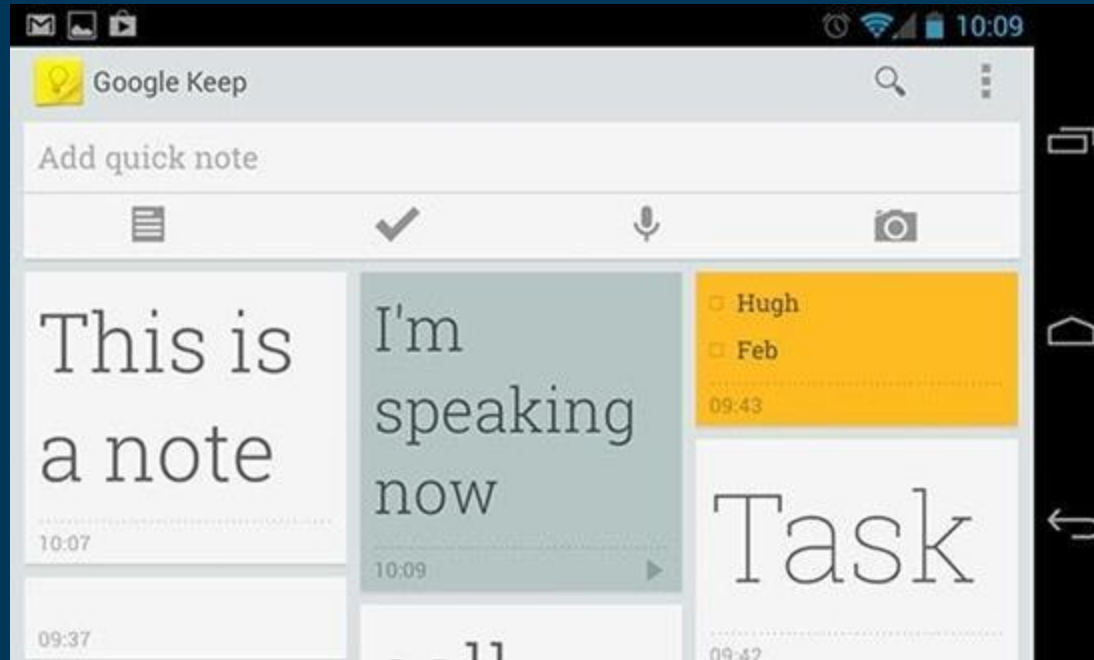


google keep

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





Get **Connected**
Get **Secure**
Get **Help**
with your technology

Start Here »
case.edu/its/new

learn what, where + when you want

- unlimited technology training through lynda.com
- video-based online learning for hundreds of topics
 - professional development
 - software + app education
 - creative skills

find more information » case.edu/its/lynda

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)