Productivity Tools for Graduate Students

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What are we covering?

• What is personal knowledge management (PKM)?
• Tools for:
  – Getting organized
    • Project planning
    • Time management
  – Collecting & organizing information
  – Taking notes
  – Sensemaking
  – Writing
• How to evaluate tools
Personal Knowledge Management

• A way to keep track of information
• A way to cope with information overload
• All PKM tools have weak points, all are works in progress
• None thinks for you
• There isn't a "best" one
Get organized!

• Project planning
  – What are the steps to accomplish a goal?
  – In what sequence?

• Time management systems
  – How will I allocate my time among all my different projects and responsibilities?
Project Planning: Gantt Charts

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>literature review</td>
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<td></td>
<td></td>
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<tr>
<td>order materials</td>
<td><img src="image" alt="Block" /></td>
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<tr>
<td>analysis</td>
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<td><img src="image" alt="Block" /></td>
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<tr>
<td>experiment 2</td>
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<tr>
<td>thesis writing</td>
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</tr>
</tbody>
</table>

Graphic is thanks to: http://libweb.surrey.ac.uk/library/skills/PG%20Study%20Skills%20in%20Science/STM895_1_section14.html
Getting Things Done

Quick Reference Card

Weekly Review:
- Loose papers
- Process your notes
- Previous calendar data
- Upcoming calendar
- Empty your head
- Project/Outcome lists
- Next Actions lists
- Waiting For lists
- Relevant checklists
- Someday/Maybe lists
- Pending and support files
- Be creative & courageous

"STUFF"

IN BOX

What Is It?

Is It Actionable?

What's the Next Action?

Reduction:
- Eliminate
- Incubate
- File
- Reference

DO IT

- Less than 2 minutes

IF YES (multi-step)

PROJECTS

Review for Actions

Delegate

Waiting For Lists

Next Actions Lists/Folders/Trays

DATEBOOK/PDA

Based upon the book "Getting Things Done" by David Allen. © David Allen
This design by Douglas Johnston for the D*I*Y Planner (www.DIYPlanner.com)
Pomodoro Technique

• Work in short bursts (25 min)
• Separate them with shorter breaks (5 min)
• Designed to promote focused work

http://pomodorotechnique.com/
# Stephen Covey’s Time Management Matrix

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important</strong></td>
<td>Quadrant 1</td>
<td>Quadrant 2</td>
</tr>
<tr>
<td></td>
<td>Crises</td>
<td>Relationship Building</td>
</tr>
<tr>
<td></td>
<td>Pressing Problems</td>
<td>Planning</td>
</tr>
<tr>
<td></td>
<td>Projects with Deadlines</td>
<td>Recreation</td>
</tr>
<tr>
<td><strong>Not Important</strong></td>
<td>Quadrant 3</td>
<td>Quadrant 4</td>
</tr>
<tr>
<td></td>
<td>Interruptions</td>
<td>Busy Work</td>
</tr>
<tr>
<td></td>
<td>Some Phone Calls</td>
<td>Some Phone Calls</td>
</tr>
<tr>
<td></td>
<td>Some Mail</td>
<td>Some Mail</td>
</tr>
<tr>
<td></td>
<td>Some Reports</td>
<td>Time Wasters</td>
</tr>
</tbody>
</table>
Collecting & Organizing Information
Note taking tools

What are they?

- Freeform personal databases allow you to collect multiple information types in one place

What do they do?

- Collect, annotate, and organize information

Why use them instead of Word or Google Doc?

- Ease of manipulation, cross-tagging, multimedia
Which Notebook Software?

**Microsoft OneNote Plus:**
- Found in Office desktop suites and Microsoft OneNote Online.
- More organizing options than Evernote.
- Good for small team collaboration.
- Annotate images AND text.
- Dictionary/Thesaurus.
- Integrates with MS Office.
- Better Handwriting Support.

**Evernote Plus:**
- Fast to add.
- Easy to get out.
- Web-based, so sharing easy.
- Web clipping tool.
- Mobile notetaking easier.
- Captures audio, tweets, documents, etc.
- Android voice-to-note.
- Search inside PDFs (premium version).
History of PKM book chapter

4/19/2012 cr, reviews: http://www.jarche.com/2007/03/pkm-unplugged/I put the book chapter pdf into our dropbox PKM file also, but Harold’s post is worth reading.

I like this blog format


Features for our Blog

4/2/2012 blog examples, cr Please add to this list: List of features for blog/website “short versions of blog entries * read more” Blog roll “ways to connect to social media: Twitter, facebook, goo...

Blog Meeting 2 3/31/2012

3/31/2012 cr, organizing meeting Only Elisabeth and I could meet as Mary was struggling with dizzy spells again. Blog features: I shared a list of features I’d been compiling for our blog/website ...

Untitled


What pragmatists might want to know about blogging

3/29/2012 blog examples, cr PHD who blogged throughout her quest to phd. Dead blog now, but lots of Knowledge Management discussions as she went through the process. This post is on why ...

More Wordpress Themes

3/28/2012 blog examples, cr A few more: Pilcrow (http://wordpress.org/extend/themes/pilcrow) zeeDisplay isn’t bad either: http://wordpress.org/extend/themes/zeedisplay zeeCorporate...

Possible Wordpress themes

3/27/2012 Possible Wordpress themes Gravel Deep Silent (header pic possibly too large but I like the imagery) Deearwan - though rather bright Kinyonge http://wordpress.org/extend/themes/kinyonge/

PKM Value Add: Jarche article

3/23/2012 blog examples, cr Harold Jarche had a great post ...

Health Informatics is the interdisciplinary study of the design, development, adoption and application of IT-based innovations in healthcare services delivery, management, and planning.” Proctor, R. Dr. (Editor, Health Informatics Journal, Edinburgh, United Kingdom). Definition of health informatics [Internet]. Message to: Virginia Van Horne (Content Manager, HSR Information Central, Bethesda, MD). 2009 Aug 16 [cited 2009 Sept 21]. [1 paragraph]

From: https://www.nlm.nih.gov/hasinfo/informatics.html

The Science of Informatics

The science of informatics drives innovation that is defining future approaches to information and knowledge management in biomedical research, clinical care, and public health. Informatics researchers develop, introduce, and evaluate new biomedically motivated methods in areas as diverse as data mining (deriving new knowledge from large databases), natural language or text processing, cognitive science, human interface design, decision support, databases, and algorithms for analyzing large amounts of data generated in public health, clinical research, or genomics/proteomics. The science of informatics is inherently interdisciplinary, drawing on (and contributing to) a large number of other component fields.
Specialized finding tools

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- John Wiley and Sons
- Sage Publications
- SciELO
- De Gruyter
- Redalyc
- RMIT Publishing
- Inderscience Publishers
- Hindawi
- Revues.org
- Cambridge University Press
- Project MUSE
- Oxford University Press
- Emerald

Search
Subjects A-Z
Publishers A-Z
Customise
Suggest
APIs
About
Help
News
Keeping Found Things Found

Collection/curation of online content

• Diigo
  – Save, annotate

• Pocket
  – Save content, offline reading option

• Can also use One Note or Evernote
Mapping to make sense

- Visual arrangement of ideas
- Mind mapping
  - Creative/brainstorming phase
- Concept mapping
  - Main elements & relationships
- Issue/argument mapping
  - Logic
  - Flow
  - Evidence
Concept map example

Source: Stephanie Montesanti and Wilfreda Thurston, “Mapping the role of structural and interpersonal violence in the lives of women: Implications for public health interventions and policy.” BMC Women’s Health 15(1), 12/2015. [Link]
Writing tools

• Word processors are linear
  – Great once you have a good draft
  – Citation managers work with word processors

• Nonlinear writing tools
  – Scrivener
  – Gingko app
Gingko app
https://gingkoapp.com/

Your Thoughts
Big Picture & Details,
From Notes to PhDs,
From Todos to 5yr Goals.

Gingko
Brainstorm, Write, Structure,
Rearrange, Edit,
Collaborate, Share

Export
Markdown, MS Word,
LaTeX, HTML, Presentation
Scrivener

https://www.literatureandlatte.com/scrivener.php
Evaluating Software

• Features
  – Does it do the job?
  – Does it need to integrate with other tools?
  – Is it robust enough?
  – Is there support or an active forum for tips?
  – Are there reviews of the tool?
  – How long has the tool been around?

• Cost (Trial period; “free” version features)

• Security / Sensitivity of Information
Welcome to the Productivity Tools for Graduate Students Guide! This guide is a companion guide to the new Productivity Tools for Graduate Students library class.

This guide is always being expanded. See a great tool that I've missed? Send me the information and it will be considered for the next updates.

Email me @ crrenfro@kennesaw.edu or use the "Email Me" link in my profile box in the right hand column

Crystal Renfro has collaborated with two other librarians, Mary Axford and Elisabeth Shields to create a blog exploring Personal Knowledge Management for Academics. It can be visited at: www.academicpkm.org.

Here are some of our most recent entries:

- Links Roundup #32
- Book Review: Living Forward by Michael Hyatt & Daniel Harkavy
- Links Roundup #31