Organizational and Productivity Tools - List of Links

April 22, 2015

Evernote:

<https://evernote.com/>

* available for individuals and teams
* create meeting notes, to-do lists, research notes, etc. and place them into separate notebooks with custom labels
* Workchat allows you to share notes with colleagues and then chat with them. It will connect with your Google account in order to merge your contact list to Evernote
* put a star on your notes in order to place them into your shortcut folder for faster access

Penultimate app for the iPad:

<https://evernote.com/penultimate/>

* allows you to use a stylus to write, draw, and scribble on the iPad and save them to your Evernote notes

Evernote Web Clipper:

<https://evernote.com/webclipper/>

* downloadable plug-in for your browser
* allows you to “clip” articles, text, and images and immediately save them to Evernote
* gives you the option to strip away all the ads from pages you clip
* can also just clip the URL
* ability to crop, pixelate and add annotations to clips
* add reminders to clips to come back to later
* share clips via email, social networks, or create a public note URL
* ability to clip email threads from gmail to Evernote as well as PDFs

Scrivener:

<https://www.literatureandlatte.com/scrivener.php>

* writing / project management tool - to help write long papers or research projects
* offers free 30 non-consecutive day trial as well as an excellent tutorial to take you through all the aspects of Scrivener
* index cards: each part of your document will have its own index card with a synopsis of that piece. The “corkboard” function will post all these cards and allow you to shuffle them around to rearrange the order
* compile: hit the compile button in order to bring together everything you’ve written (a lot of time you’ll surprise yourself with how much work you’ve done!)
* metadata and keywords: create custom metadata tags and keywords which will allow you to search your document easier
* status and labels: change the status of your work to “To Do”, “Finished”, “Needs Work”, “Total Crap”, etc. Change labels in your work to different POV’s, authors cited, etc.
* document notes: add notes and / or images for the specific document you’re working on or create project notes which can be viewed from any document you’re working on. You can also switch to a “references” window where you can store references on a document level (viewable only in that specific document) or on a project level (viewable across all documents)
* snapshots: take a “picture” of your text before editing so you can always return to a previous draft (this is handy instead of having hundreds of documents named “research\_paper\_vr1” “research\_paper\_vr2” etc.
* purchase the full version on the website. Prices range from $46-$93 depending on how many licenses you want to buy

OneNote:

* already installed on the computers here under Microsoft Office
* create numerous notebooks with lots of tabs
* ex: meeting notebook with a tab for each committee you sit on.
* create new “pages” for each unique date or meeting - makes finding and navigating your notes a lot easier
* available as an app on Windows tablets
* also available as an app on itunes (for Mac users): <https://itunes.apple.com/ca/app/microsoft-onenote/id784801555?mt=12>

Google Drive:

<http://www.google.ca/drive/>

* Google drive stores all your projects - allows you to “share” with friends and colleagues for easy online collaboration
* Google docs: word documents that can be shared
* Google slides: Google’s version of PowerPoint - has a number of pre-installed themes and will be saved to your drive so you can access your presentation on any device
* Google sheets: Google’s version of an excel spreadsheet. Can be used as a “Synthesis Matrix” <http://writingcenter.fiu.edu/resources/synthesis-matrix-2.pdf>
* Google calendar: organize your events and schedule, sync with various calendars or share with others
* Gmail: click the star beside messages to indicate an action is required. These stay in your inbox but will also be duplicated into the “starred” folder for easier access
* limitations: formatting issues (ex: no hanging paragraph button, in Google Sheets it is difficult to italicize one section of text, it will italicize the whole sentence), the gmail search function tends to be hit-or-miss

Asana:

<https://asana.com/>

* paid subscription service (ranges from $21 per month to $750 per month paid annually depending on how many people are using the license)
* projects can be made public to the whole organization (if they have Asana) or you can keep them private within the team
* ability to add files from Dropbox and Google Drive
* app available for both iOS and Android users - access your project anywhere and at anytime.

Trello:

<https://trello.com/home>

* exactly the same thing as Asana but free
* Trello Business class is paid subscription but it’s only $3.50 per month (<https://trello.com/business-class>)
  + offers more security
  + admin can see all projects (public and private) and decide what can be posted to the various boards (public, private, organization visible)
  + allows you to customize the backgrounds, add stickers, etc.
  + gives you more data and more power

Cool Paper-Based Tools Links:

<http://www.thinkgeek.com/homeoffice/geeky-office-supplies/>

<http://www.chapters.indigo.ca/en-ca/paper>

<http://www.staples.ca>

<http://www.post-it.com/wps/portal/3M/en_US/PostItNA/Home/Products/>

<http://bookjournals.com/>

* has a lot of beautiful notebooks, memo pads, agendas, stationary, etc.
* a lot of funny materials - if it’s fun, you’re more likely to use it (moosages, “crap to do” lists, beaver list: another dam list)
* marginalia (to organize your notes):

|  |  |
| --- | --- |
| Physical note taking ideas: | Digital note taking ideas: |
| “Star system”: one star-look into  two stars: send email  three stars: must do | Play with the text: bold, italicize, underline: *look into*  send email  **must do** |
| Letter labelling: LI-look into  SE-send email  MD-must do | Hi-lite section notes in different colours:  look into  send email  must do |
| Adopt other symbols such as  \*-look into  -> send email  ! must do | Use different bullets ex:   * like this * or this * or this   + pressing the “tab” key will create different points with each style you use |

Some Things to Keep in Mind…

* Privacy-how much do you want to share?
* Over-adopting
* “There’s an app for that”
* Give it the old college try! (free trials)
* Make sure that whatever you adopt that it “gives you the right information in the right format, when and how you need it” (Janet Bangma April 13, 2015).

Thank you!

If you have any questions, please feel free to email me at [agj@ualberta.ca](mailto:agj@ualberta.ca) and I’ll do my best to get you the information you need.