

Using Technology For Time Management

An *Infopeople*  Webinar

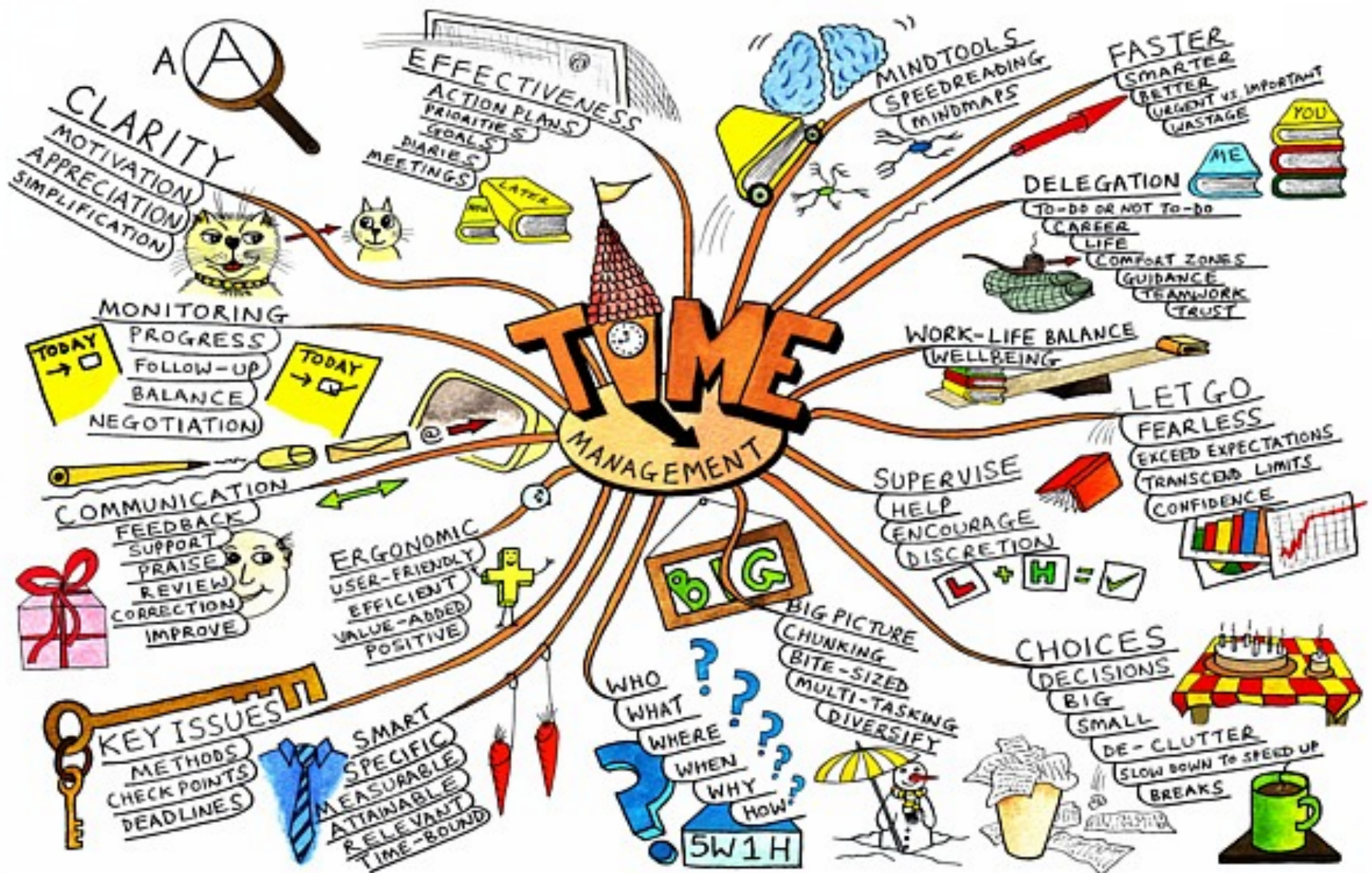
Thursday, August 18, 2011
12:00 noon to 1:00 p.m.

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Time Management

- What is Time Management?
- What methods of Time Management do you use? A quick survey.
- Systems of Time Management.
- Utilizing technology with your smart phone. Another quick survey.



Methods of Time Management

What do you do? A survey.

- ✓ Task/To-do list
- ✓ Schedule
- ✓ Setting goals
- ✓ Time blocking
- ✓ Goal setting software
- ✓ Using calendars
- ✓ Mind maps

What is Time Management?

The act or process of exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency or productivity.

- http://en.wikipedia.org/wiki/Time_management

What is Time Management?

May be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals.

http://en.wikipedia.org/wiki/Time_management

Methods of Time Management

What works for you?

Time Management Systems

- Pomodoro Technique
- Getting Things Done (GTD)
- FranklinCovey's Focus

Pomodoro Technique



Pomodoro Technique

**Choose
a task to be accomplished.**

Pomodoro Technique

**Set the Pomodoro to 25 minutes
(the Pomodoro is the timer).**

Pomodoro Technique

Work on the task
until the Pomodoro rings.

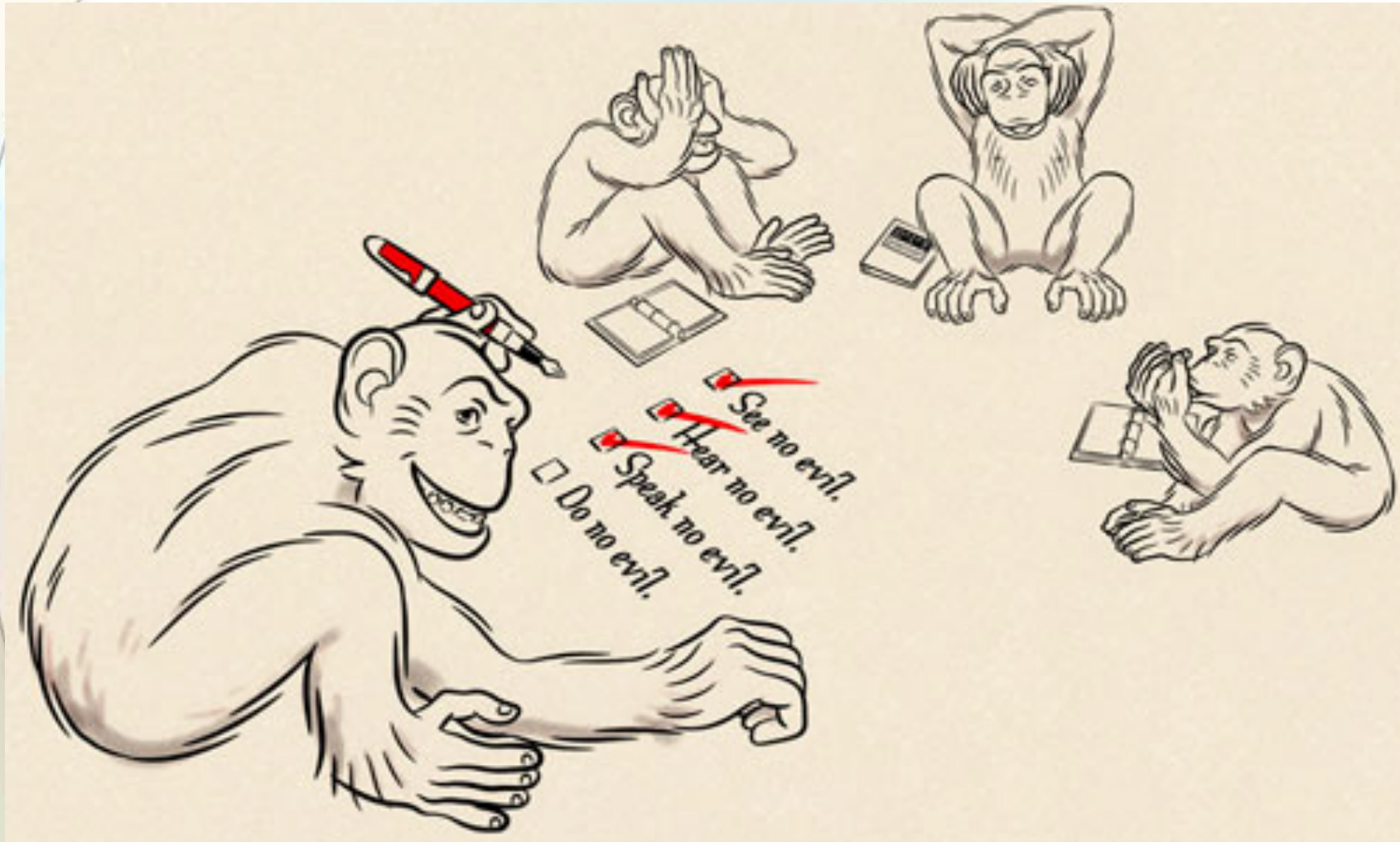
Pomodoro Technique

**Take a short break
(5 minutes is OK).**

Pomodoro Technique

Every 4 Pomodoros
take a longer break.

Getting Things Done (GTD)



Getting Things Done (GTD)

Collect

<http://pigpog.com/2005/10/26/gtd-introduction/>

Getting Things Done (GTD)

Process

<http://pigpog.com/2005/10/26/gtd-introduction/>

Getting Things Done (GTD)

Organize

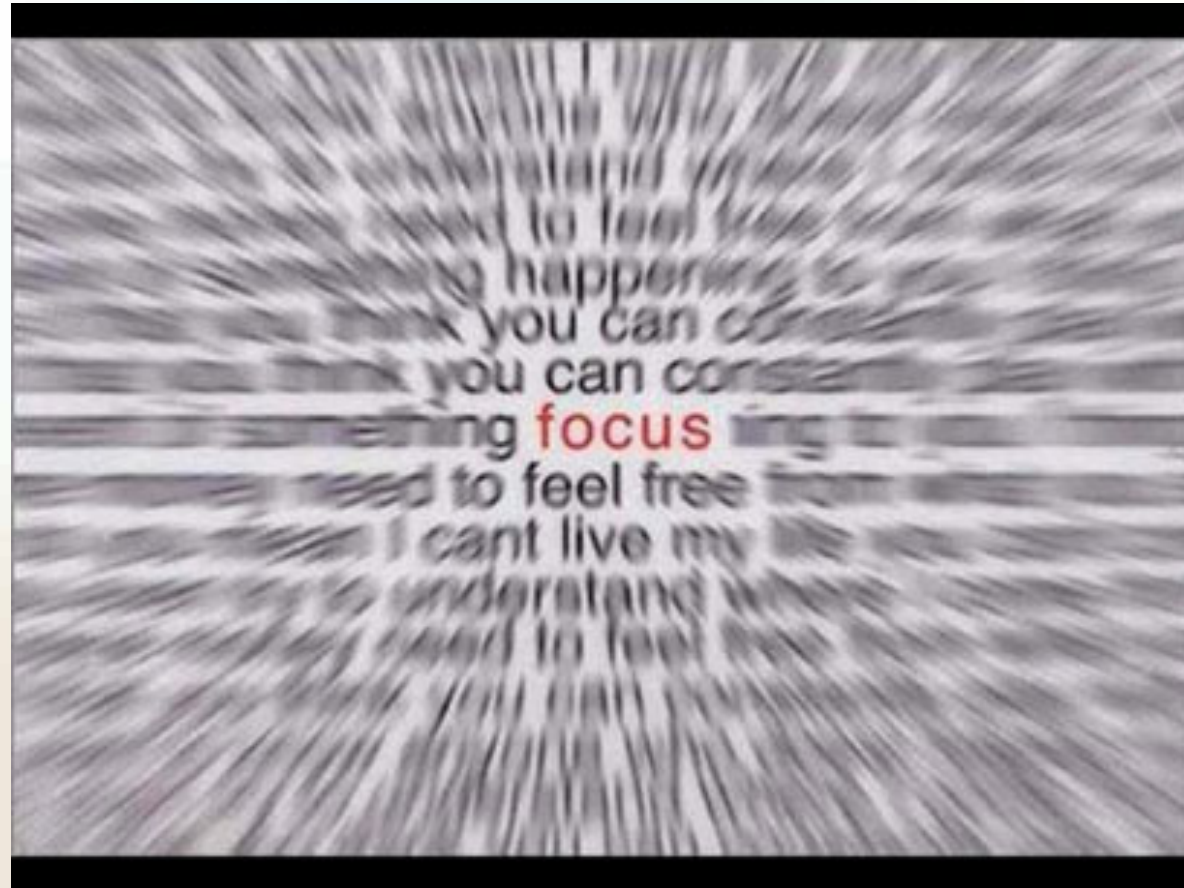
<http://pigpog.com/2005/10/26/gtd-introduction/>

Getting Things Done (GTD)

Review

<http://pigpog.com/2005/10/26/gtd-introduction/>

FranklinCovey's Focus



http://getorganized.franklinplanner.com/guide_to_using_your_planning_system

FranklinCovey's Focus

Keep all your information in
one integrated system.

FranklinCovey's Focus

*Always carry
a walk-around tool.*

FranklinCovey's Focus

Customize your system
to your needs.



I ❤️ PHONE



Pew Research

<http://pewresearch.org/pubs/2054/smartphone-ownership-demographics-iphone-blackberry-android>

Smartphone ownership and internet use summary

	<u>% of smartphone owners who...</u>	<u>% of all cell owners who...</u>	<u>% of all adults who...</u>
Own a smartphone	100%	42%	35%
Use the internet or email on smartphone	87	36	30
Use smartphone to go online on a typical day	68	28	23
Go online <u>mostly</u> using smartphone	25	10	8

Source: The Pew Research Center's Internet & American Life Project, April 26 – May 22, 2011 Spring Tracking Survey. n=2,277 adult internet users ages 18 and older, including 755 cell phone interviews. Interviews were conducted in English and Spanish.

Smartphones

What smartphone do you own and what are you using it for?

A quick survey

- ✓ iphone
- ✓ Android
- ✓ Blackberry
- ✓ Windows
- ✓ Palm
- ✓ other
- ✓ none

Smartphone Apps





<https://i.doit.im/>

Doit.im

- Better manage your to-do list.
- Focus on task at hand, in 5 easy steps.



Doit.im

- Multi-platform

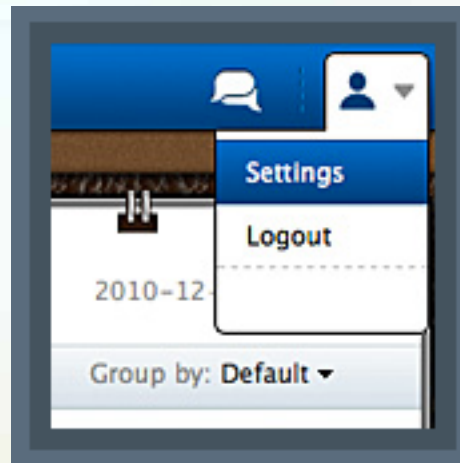


Doit.im

- Data is stored in the cloud, making it easy to access your data anywhere, anytime, without worrying about losing your important information.

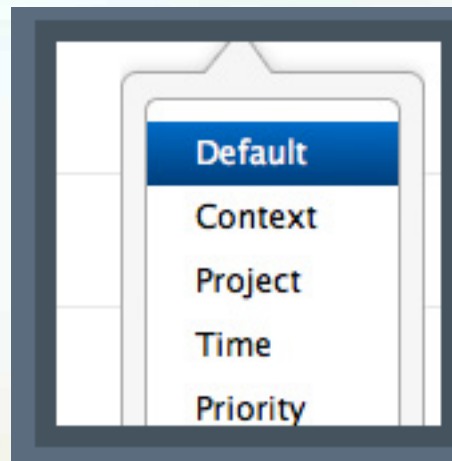


Doit.im



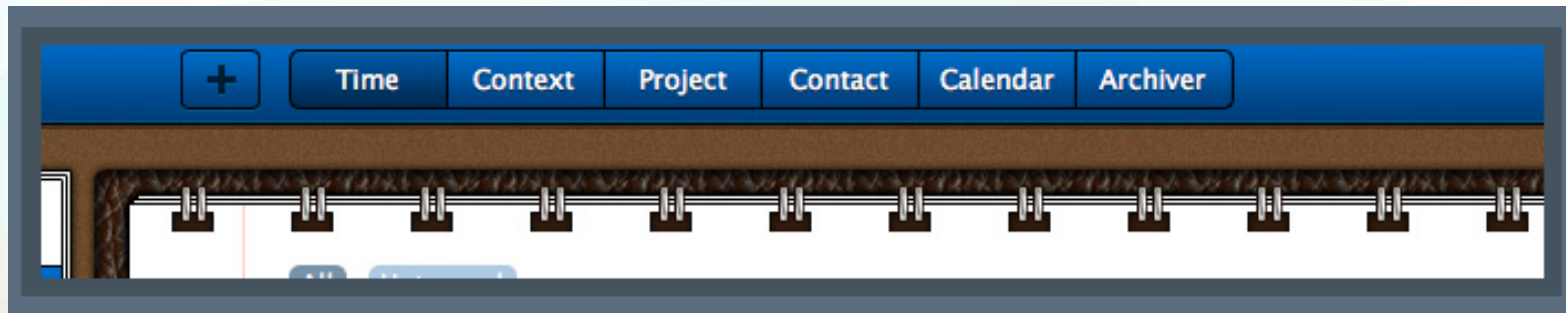
Top Menu

Doit.im



Quick-add

Doit.im



View mode

Additional apps to improve your productivity

- Pulse Reader
- Scatter Brain
- Dragon Dictation
- Key Pass
- Google Calendar, Lists, etc.

Things to consider when looking for a time management app.

- Will this be used with a team or for individual use?
- What type of application do you need?
- Do you need something that you can access anywhere, desktop /web version?
- Do you need an application that will automate time tracking?

**We will discuss these issues and more
in-depth in the
Using Technology for Time Management
Infopeople Online course.**

For more information and to register, please go to:

<http://infopeople.org/training/using-technology>

Questions?

Thank You!

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