Digital productivity: How I corral my data in research

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Becoming More Productive: Workflow Strategies for Graduate Students
Productivity is hard.
Systems help.

Bits are everywhere, and we’re feeling the strain.

If we’re not careful, they shape our relationship to our work - in harmful ways.

However, they can be controlled.
What needs to be in your personal digital system?

Systematic
Useful
Accessible
Appropriate to you
Everything has its place!

Mail
Tasks
Managing Research Notes
Managing Calendar Tasks
Work Productivity Tasks
Mail - Inbox, by Gmail

https://www.google.com/inbox/
Tasks - Asana

https://app.asana.com
**Managing Research Notes - Google Docs**

https://docs.google.com/spreadsheets/d/1Sn5II7WCz6BtdigQIs1zNtR-Acs_nNSlgRh42sQJlc/edit#gid=0
What works for you?

Pomodoro Technique?  Try Seconds.

Background music?  Try Rain Rain.

Setting goals, and rewards?  Try Forest.

I’d love to hear from you.
Good luck!

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