GETTING DIGITALLY ORGANIZED 2008

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ORGANIZATION BEGINS HERE
THINK FIRST
THINK FIRST

ORDER FLOWS NATURALLY
THREE PART ORDER + SKILLS

RENAMING
MAKING FOLDERS
MAKING SHORTCUTS
SMART NAMING
KEYBOARD SHORTCUTS
SORTING AND SEARCHING
AND MORE!
BUT FIRST...

LET'S MAKE SURE YOUR DIGITAL SPACE FITS YOUR NEEDS

Control Panel
CONTROL PANEL

SET DESKTOP BACKGROUND
SET SCREENSAVER
TIP: SET SCREENSAVER TO MORE THAN A PERIOD

SLEEP SETTINGS
SET BATTERY & POWER CORD SEPARATELY
TIP: SET SLEEP ON POWER CORD TO MORE THAN ONE PERIOD
NOW DOWN TO BUSINESS: YOUR E-MAIL

E-mail
FIRST AND FOREMOST
YOUR INBOX SHOULD NOT
BE YOUR TO-DO LIST

- IT'S NOT ALWAYS WITH YOU
- EACH E-MAIL ONLY VAGUELY
  REPRESENTS WHAT NEEDS
  TO BE DONE
- THAT MEANS THAT SOME
  INFO WILL ALWAYS BE
  NAGGING IN THE BACK
  OF YOUR MIND...
- ...WHICH TENDS TO INCREASE
  YOUR STRESS LEVEL
- IMPORTANT E-MAILS WILL
  GET LOST IN THE SHUFFLE!
WHEN MAIL COMES IN, WHAT DO YOU DO* WITH IT?

- ACT ON IT
- DEFER ACTING ON IT
- DELEGATE IT
- DO NOTHING
- FILE IT
- DELETE IT

* Getting Things Done, by David Allen, and "Inbox Zero" by Merlin Mann www.43folders.com/izero
LET'S THINK ABOUT THIS...

WHEN MAIL COMES IN, WHAT DO YOU DO* WITH IT?

- ACT ON IT
- DEFER ACTING ON IT
- DELEGATE IT
- DO NOTHING
- FILE IT
- DELETE IT

NOTE: ALL E-MAILS MUST END UP HERE SOONER OR LATER!

* Getting Things Done, by David Allen, and "Inbox Zero" by Merlin Mann www.43folders.com/izero
The E-Mail Life Cycle

- **E-mail**
- **Act on it**
  - Reply
  - Set a reminder
  - Etc.
- **Defer acting on it**
  - Set a reminder to come back to it
- **Delegate it**
- **Forward**
- **Do nothing**
- **File it**
- **Delete it**
BEFORE WE GET TO THE SKILLS
ONE RECOMMENDATION...

INSTEAD OF FREQUENTLY CHECKING YOUR E-MAIL...

SET TIMES DURING THE DAY TO PROCESS ALL THE E-MAIL IN YOUR INBOX

CLEAR THE INBOX* (IF POSSIBLE)

* "Inbox Zero" by Merlin Mann
www.43folders.com/izero
CREATING FOLDERS IN YOUR E-MAIL

THREE SCHOOLS OF THOUGHT

CREATE FOLDERS TO FILE TYPES OF E-MAIL
- MEMOS
- PARENT
- IEPs

CREATE FOLDERS TO FILE MAIL BASED ON URGENCY
- BY TODAY
- BY FRI
- END OF MONTH
- ARCHIVE

CREATE ONE FOLDER "ARCHIVE" AND USE SEARCH AND SORT FEATURES TO FIND OLD E-MAIL
CREATING FOLDERS IN YOUR E-MAIL

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CREATE ONE FOLDER "ARCHIVE" AND USE SEARCH AND SORT FEATURES TO FIND OLD E-MAIL

MORE SKILLS!
SEARCH AND SORT E-MAIL

CLICK ON A FOLDER

CLICK A HEADER TO SORT
(CLICK AGAIN TO REVERSE-SORT)

OR USE THE SEARCH
CREATING E-MAIL FOLDERS

- RIGHT-CLICK* THE INBOX
- CHOOSE "NEW FOLDER"
- NAME IT
- DONE!

TIME TO PROCESS YOUR E-MAIL
CLEAR THAT INBOX!

* Or control-click, or two-finger click
OUTLOOK REMINDERS

CLICK ON THE LITTLE TRIANGLE NEXT TO "NEW"

CHOOSE "APPOINTMENT"

ENTER DETAILS, SET REMINDER AND SAVE
SETTING RULES

EXAMPLES...

HAVE MAIL FROM SPECIFIC ADDRESSES AUTOMATICALLY ROUTED TO A FOLDER

HAVE MAIL WITH SPECIFIC WORDS IN THE SUBJECT OR BODY AUTOMATICALLY ROUTED TO A FOLDER

HAVE MAIL AUTOMATICALLY FORWARDED TO ANOTHER ADDRESS AND THEN DELETED
SETTING RULES

HOW TO

1. CLICK TOOLS > RULES AND ALERTS

2. CLICK "NEW RULE"

3. ENTER DETAILS
NEXT UP: DOCUMENTS
WE'LL LOOK AT...

FOLDER VIEWS AND SORTING

RENAMING & NAMING SCHEMES

SEARCHING FOR DOCUMENTS

SIMPLE VS COMPLEX FOLDER SYSTEMS

CREATING SHORTCUTS
THUMBNAIL VIEW

ADVANTAGE
ICONS ARE BIG
YOU CAN SEE SMALL PREVIEWS OF SOME FILES

DISADVANTAGES
YOU CAN'T SORT
YOU CAN'T SEE MUCH NO DETAILS
TILE VIEW

ADVANTAGE
ICONS ARE BIG
YOU CAN SEE SIZE AND TYPE OF FILE

DISADVANTAGES
YOU CAN'T SORT
YOU CAN'T SEE MUCH OTHER DETAILS MISSING
ICON VIEW

ADVANTAGE
ICONS ARE SOMEWHAT BIG
YOU CAN SEE A LITTLE MORE

DISADVANTAGES
YOU CAN'T SORT
YOU STILL MAY NOT SEE ALL
NO DETAILS
**ADVANTAGE**

YOU CAN SEE EVERYTHING (USUALLY)

**DISADVANTAGES**

YOU CAN'T SORT
NO DETAILS
DETAIL VIEW (RECOMMENDED)

ADVANTAGES
YOU CAN SEE EVERYTHING (USUALLY)
YOU GET ALL THE DETAILS YOU WANT
YOU CAN SORT BY CLICKING ON HEADERS
YOU CAN CHOOSE THE COLUMNS BY RIGHT-CLICKING* ON THE HEADERS

* Or control-click, or two-finger click
RENAMING FILES & FOLDERS

CLICK ON THE NAME
*PAUSE*
CLICK AGAIN
START TYPING
SMART NAMING SCHEMES

THE PC SORTS FILES ALPHA-NUMERICALLY

!@#$ ... 12345 ... AaBbCcDd ... YyZz

YOU CAN USE THAT TO PUT THE FILES IN THE ORDER YOU WANT

(AFTER RENAMING, HIT Fn-F5 TO RE-SORT FILES)
THINK BEFORE YOU NAME!

A FEW SECONDS OF THINKING BEFORE YOU NAME...

...CAN SAVE YOU MANY MINUTES OF SEARCHING LATER
SEARCHING FOR THINGS
SEARCHING FOR THINGS

SET THE SEARCH CRITERIA AND SEARCH AWAY!
CREATING FOLDERS

CLICK "NEW FOLDER"

NAME IT

DRAG FILES INTO IT
SIMPLE VS COMPLEX
FOLDER STRUCTURES
(TWO EXTREMES)
SIMPLE FOLDER STRUCTURES

JUST THROW EVERYTHING IN ONE FOLDER

RELY ON SMART NAMING, SEARCHES & SORTING TO FIND THINGS

ADVANTAGE
ZERO SET-UP TIME

DISADVANTAGES
TOO MESSY FOR MOST PEOPLE
IF YOU HAVEN'T NAMED THINGS CAREFULLY, FINDING THINGS CAN BECOME A NIGHTMARE!
# Complex Folder Structures

Create ordered folders & folders within folders

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Evidence</td>
</tr>
<tr>
<td>01a Skepticism</td>
</tr>
<tr>
<td>02 Forces</td>
</tr>
<tr>
<td>03 Motion</td>
</tr>
<tr>
<td>04 Projectile Motion</td>
</tr>
<tr>
<td>05 CM Rotation</td>
</tr>
<tr>
<td>06 Four Basic Forces</td>
</tr>
<tr>
<td>07 Energy</td>
</tr>
<tr>
<td>08 Collisions</td>
</tr>
<tr>
<td>09 Circuits</td>
</tr>
<tr>
<td>10 Waves</td>
</tr>
<tr>
<td>11 GrAdv</td>
</tr>
<tr>
<td>12 Exam</td>
</tr>
<tr>
<td>Y Found Objects</td>
</tr>
<tr>
<td>Z Sci News Flash</td>
</tr>
</tbody>
</table>

**Advantages**
- Appears organized
- Easy to navigate
- Naming of files is not so important

**Disadvantages**
- Takes time to navigate
- Can become too complex
- Might accidentally create the same folder twice!
SIMPLE VS COMPLEX FOLDER STRUCTURES

YOU WILL MOST LIKELY BE SOMEWHERE IN BETWEEN AND YOU MAY END UP MIXING AND MATCHING
ONE MORE BIT OF ADVICE...

CLEAR THAT DESKTOP OFF!

THE DESKTOP IS A NICE TEMPORARY WORK SPACE FOR FILES...

...BUT NOT IF IT'S A MESS
TIME TO GET THOSE FILES SORTED OUT!

HELPFUL SHORTCUTS AND TIPS

CLICK "FOLDERS" TO SHOW FOLDERS IN SIDE BAR

WHEN MOVING FILES, HOVER OVER A FOLDER AND IT WILL "SPRING" OPEN

CONTROL-S = SAVE
CONTROL-X = CUT
CONTROL-C = COPY
CONTROL-V = PASTE
CREATING SHORTCUTS

FOR PROGRAMS

AND FOR FOLDERS & DOCUMENTS
PROGRAM SHORTCUTS

FROM THE START MENU, NAVIGATE TO THE PROGRAM

RIGHT-CLICK* IT

CHOOSE "CREATE SHORTCUT"

* Or control-click, or two-finger click
You can create shortcuts to individual files or folders.

Right-click* the file/folder; choose "Create Shortcut".

Drag the shortcut wherever you want it.

Deleting the shortcut does not delete the original.

* Or control-click, or two-finger click.
WE'LL LOOK AT...

SAVING FAVORITES
MANAGING FAVORITES
USING BROWSER HISTORY
SETTING BROWSER HOMEPAGE
CREATING SHORTCUTS TO WEBSITES
SETTING THE HOMEPAGE

CLICK TOOLS > INTERNET OPTIONS

SET HOMEPAGE
SAVING FAVORITES

FAVORITES > ADD TO FAVORITES
ORGANIZING FAVORITES

FAVORITES > ORGANIZE FAVORITES

MAKE FOLDERS

DRAG FAVORITES INTO THEM
1. Click and hold the icon next to the web address.
2. Drag out to desktop and let go.
3. Move the shortcut wherever you want it.
CAN'T FIND THAT WEBSITE YOU WENT TO YESTERDAY?
USE YOUR BROWSER HISTORY!

VIEW > EXPLORER BAR > HISTORY
USING YOUR BROWSER HISTORY

YOU CAN SORT AND SEARCH!