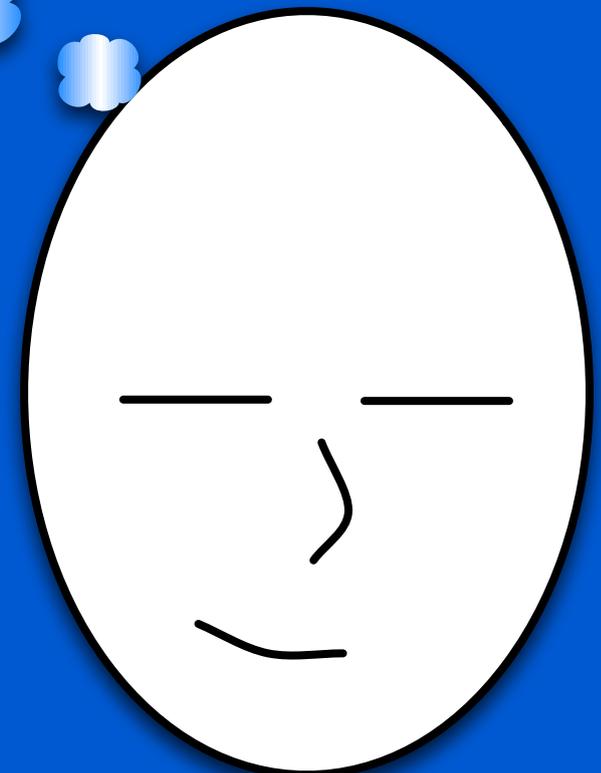


**PRODUCTIVITY TIPS
FOR TEACHERS
2009**



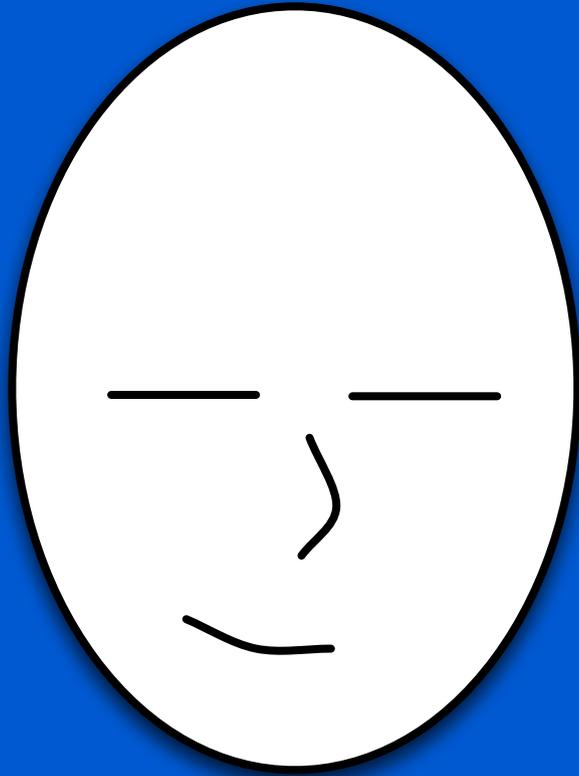
DAVID MONTALVO
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dmontalvo@umasd.org

What this is not about...

**WE'RE NOT JUST GOING TO DELETE
OLD E-MAILS OUT OF YOUR
OVERFLOWING INBOX**

**BECAUSE THAT INBOX WILL
BE OVERFLOWING AGAIN BY
SEPTEMBER 11**

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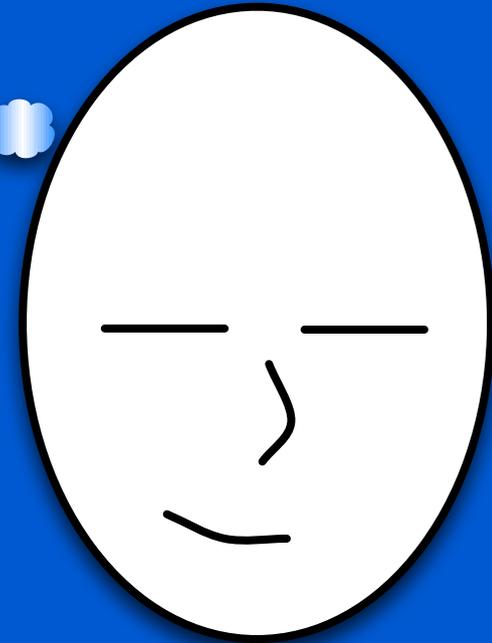


**LET'S GET SOME
ORGANIZATIONAL THINGS
IN PLACE **NOW** THAT WILL
HELP CARRY YOU
THROUGH THE **YEAR****

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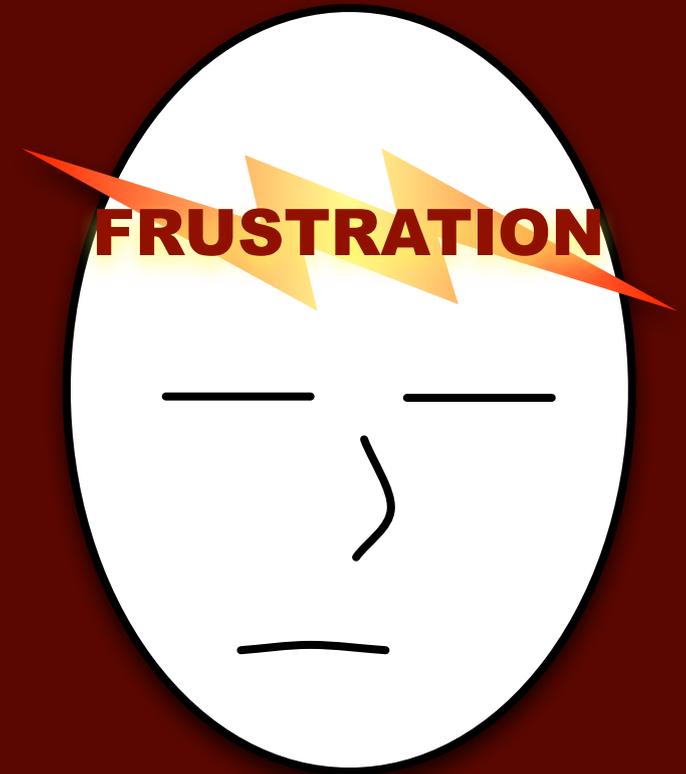
ONE MORE THING...

Nosce Te Ipsum



**WHATEVER WE PUT INTO PLACE
HAS TO BE SOMETHING YOU CAN
LIVE WITH AND MAINTAIN**

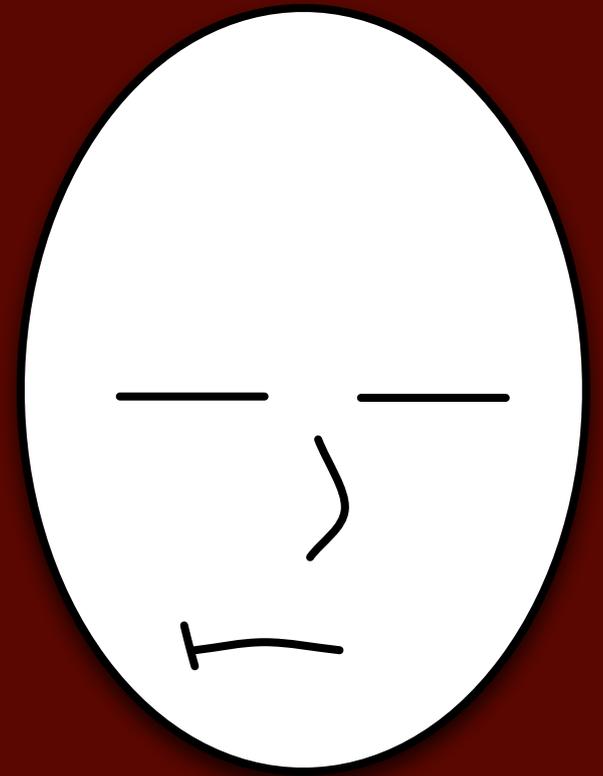
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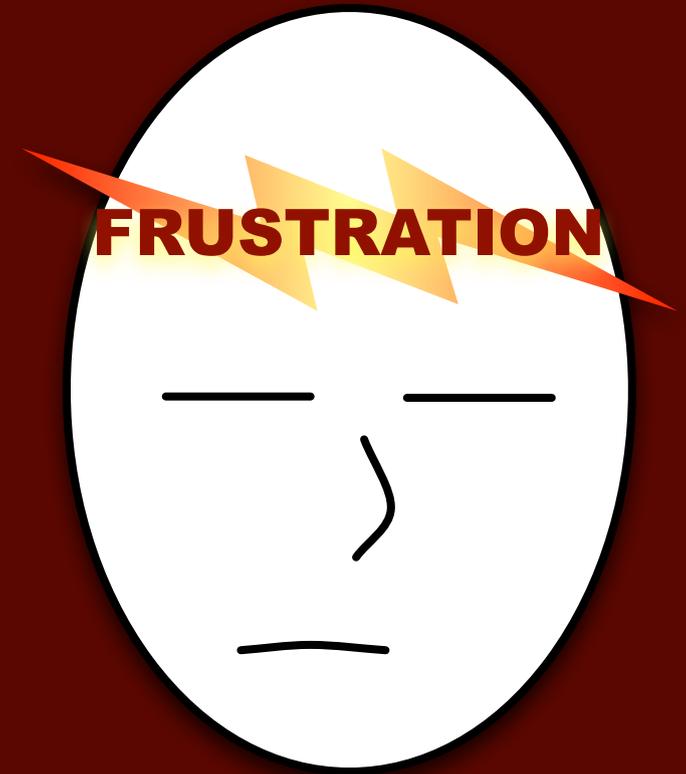
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TIME ORGANIZING



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Think First



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Think First



*Organization
flows naturally*



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*On our list to
talk about...*



To-Dos



Forms



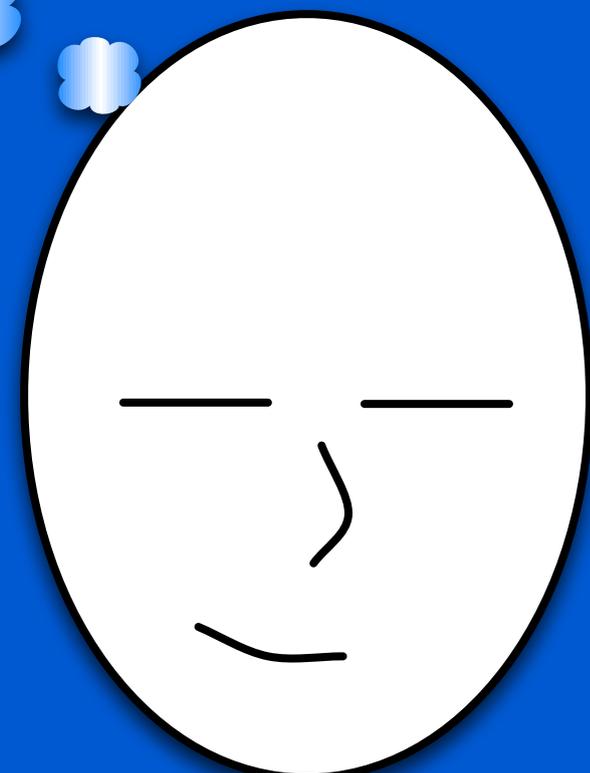
E-mail



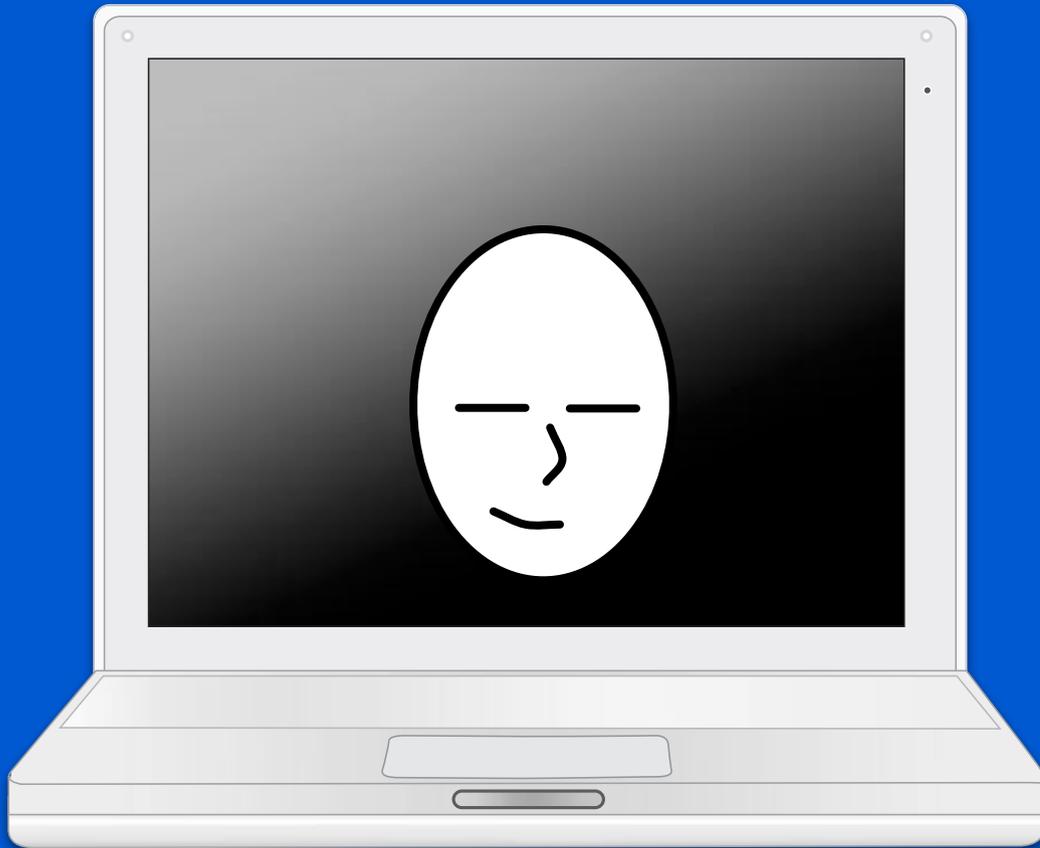
Documents



Internet



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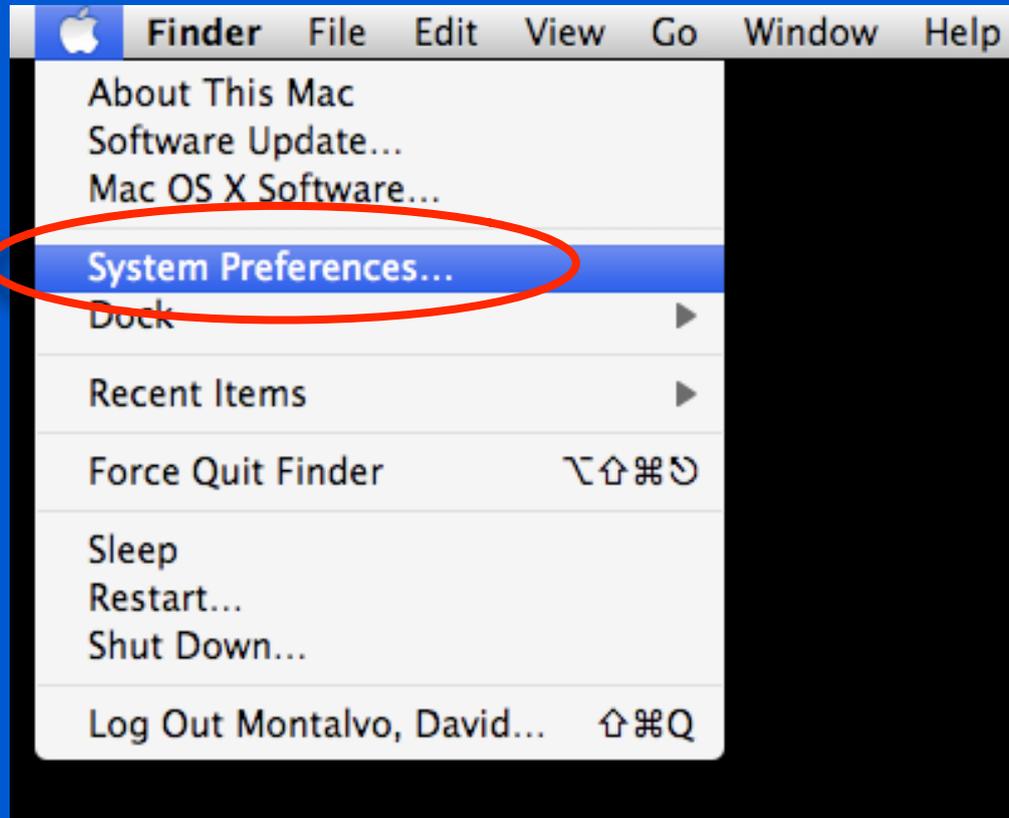
But first...

**LET'S MAKE SURE
YOUR DIGITAL SPACE
FITS YOUR NEEDS**

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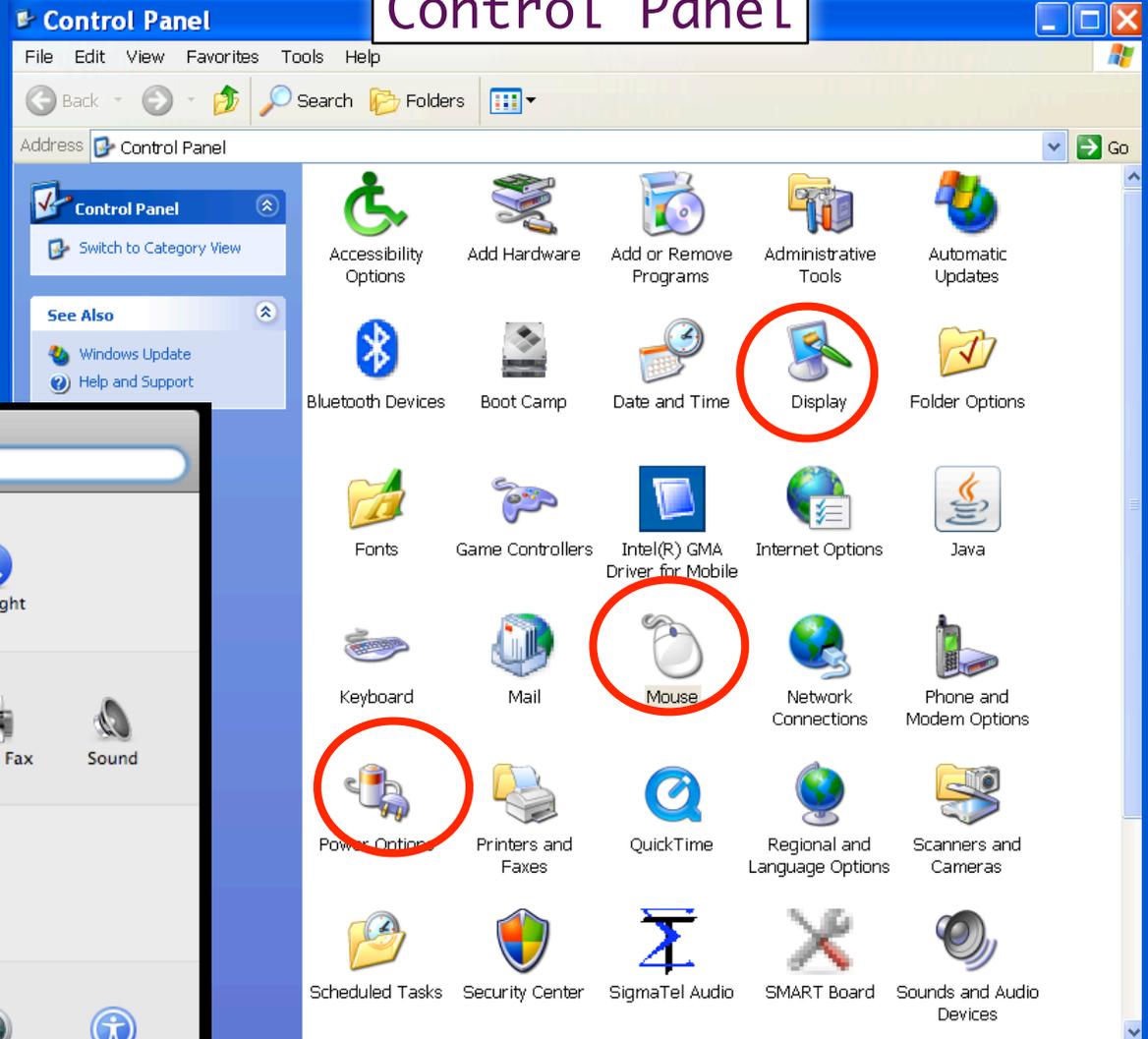
System Preferences

Control Panel

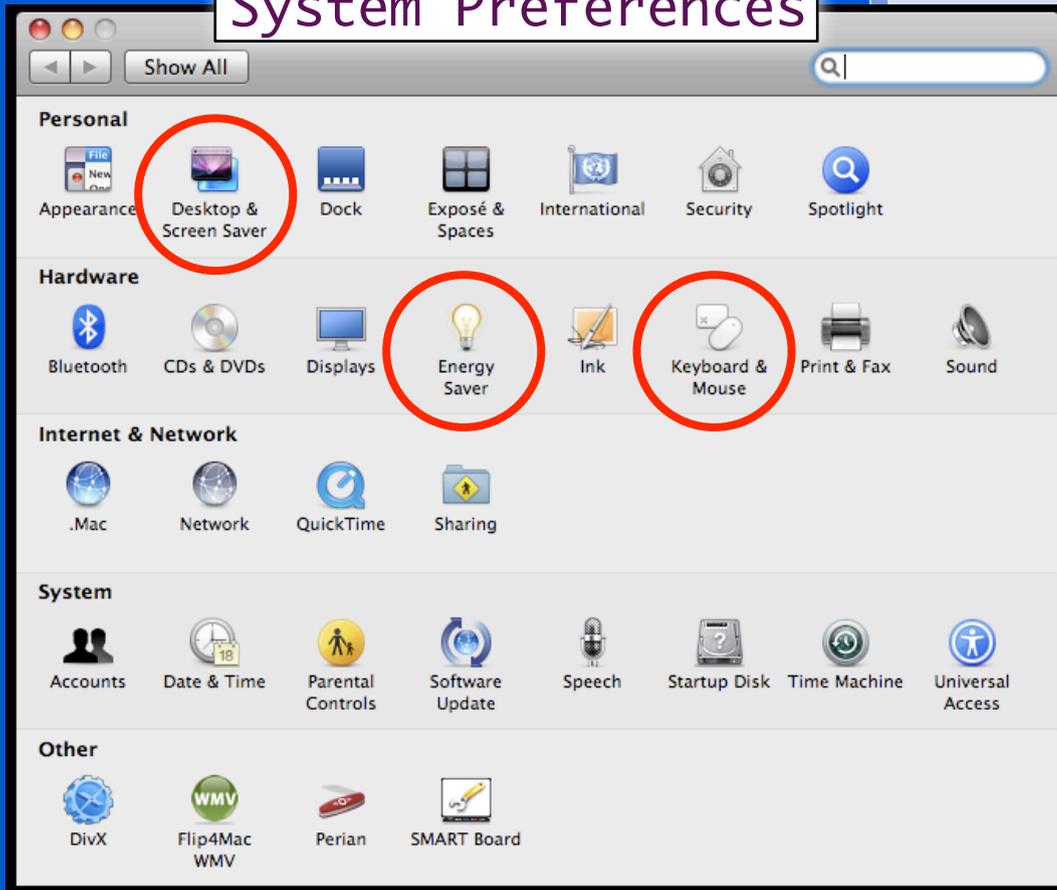


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Control Panel



System Preferences



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Some tips...

**SET SCREENSAVER FOR MORE
THAN 1 PERIOD/MOD**

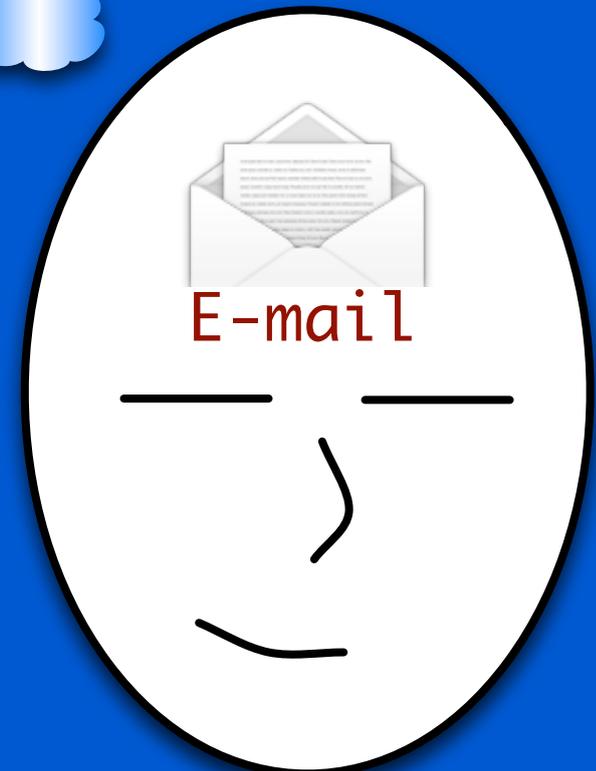
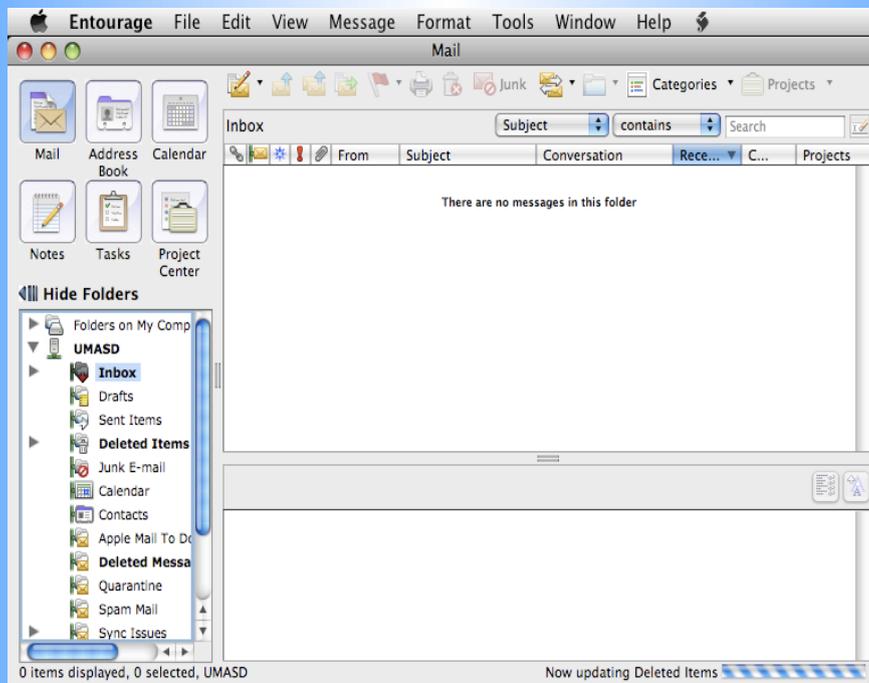
**SET SLEEP ON POWER CORD TO MORE
THAN 1 PERIOD/MOD**

**SET THE MOUSE SPEED TO SOMETHING
YOU CAN LIVE WITH**

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First up...

YOUR E-MAIL



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Before we get started...

**WANT TO TURN OFF AUTOMATIC
E-MAIL NOTIFICATION?**

ENTOURAGE

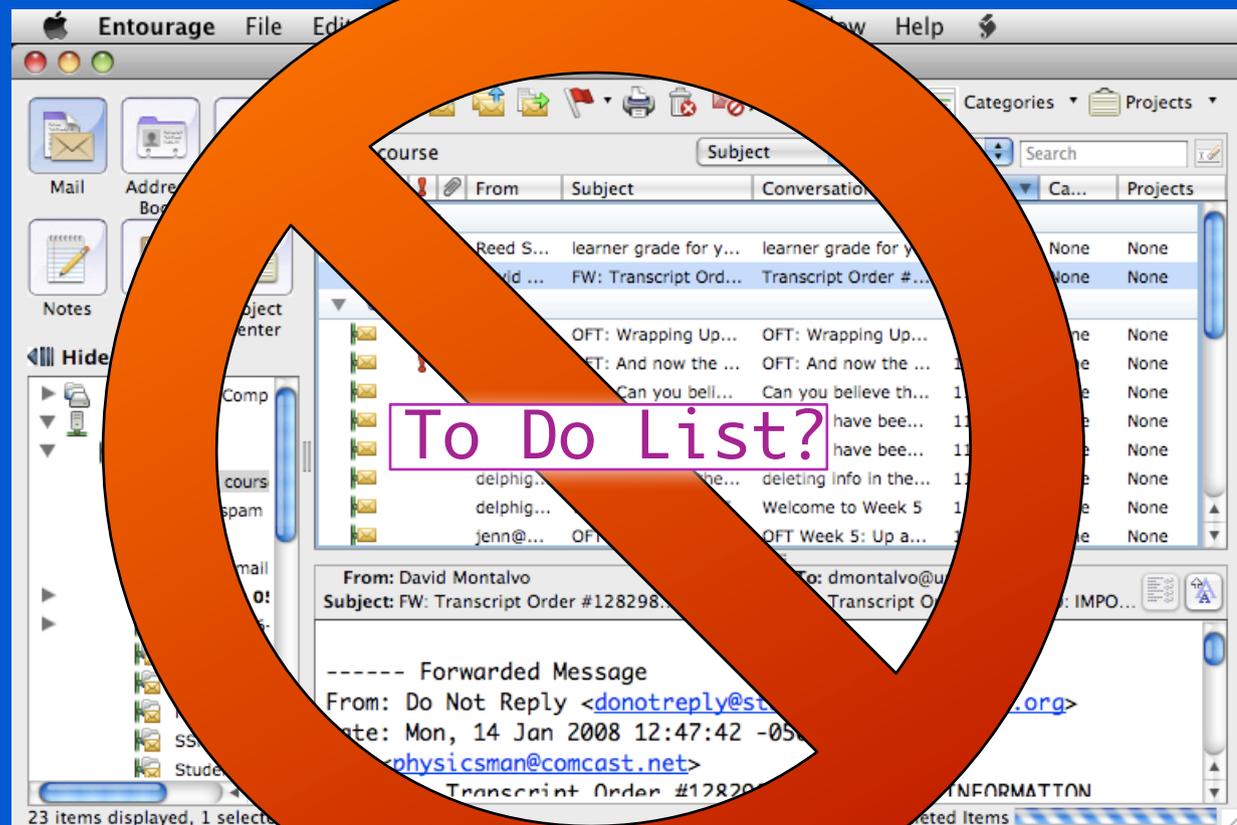
**ENTOURAGE > PREFERENCES > NOTIFICATIONS
UNCHECK "DISPLAY ALERT ON DESKTOP"
UNCHECK SOUNDS**

OUTLOOK EXPRESS

**TOOLS > OPTIONS > GENERAL
UNCHECK "PLAY SOUNDS FOR NEW MESSAGES"**

Now down to business...

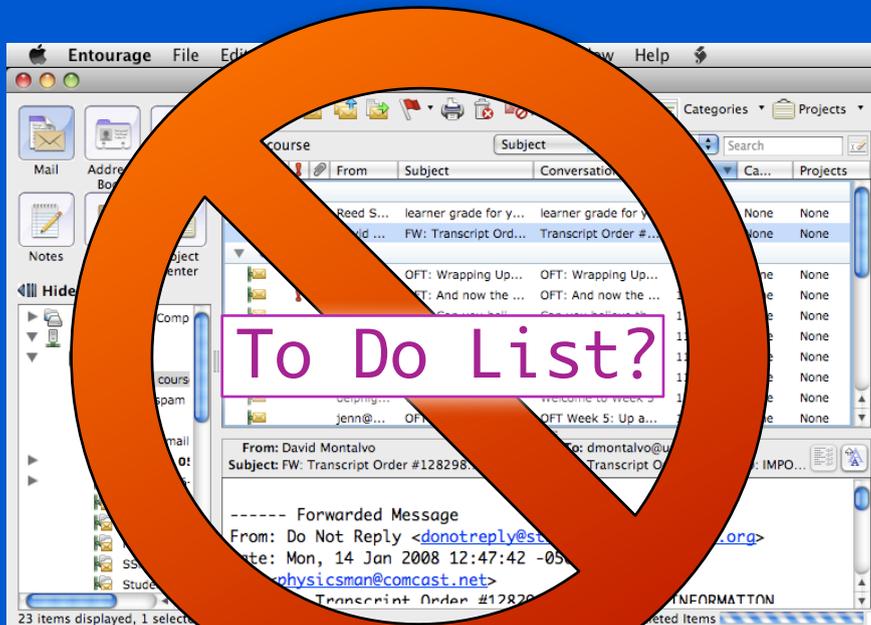
YOUR E-MAIL SHOULD NOT BE YOUR TO-DO LIST!



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YOUR E-MAIL SHOULD NOT BE YOUR TO-DO LIST!

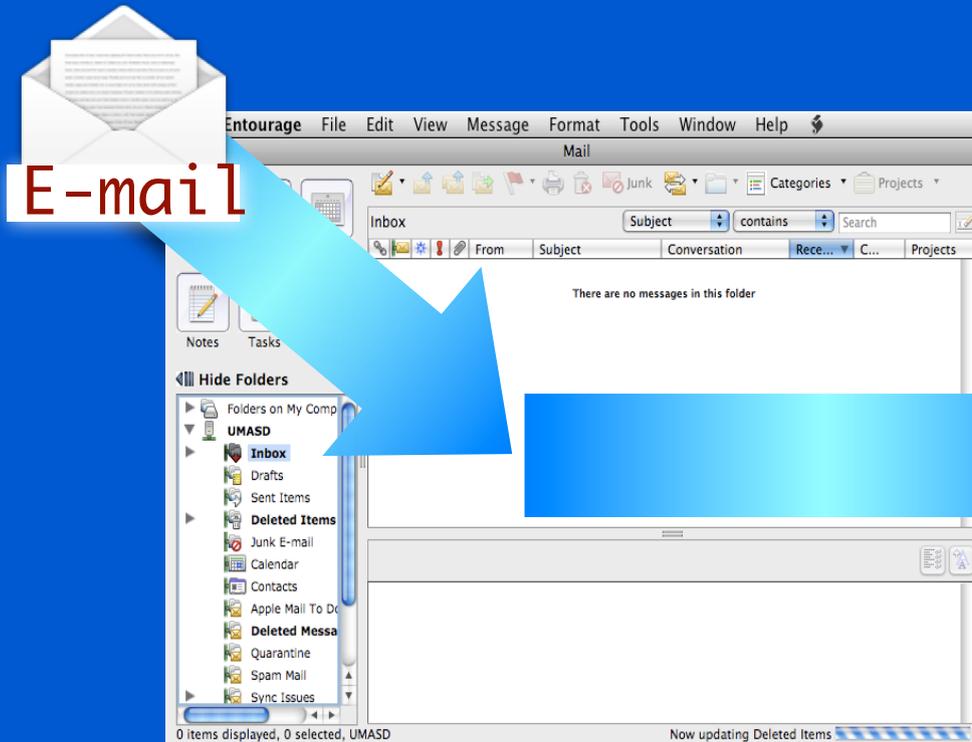
- IT'S NOT ALWAYS WITH YOU
- EACH E-MAIL ONLY VAGUELY REPRESENTS WHAT NEEDS TO BE DONE
- THAT MEANS THAT SOME INFO WILL ALWAYS BE NAGGING IN THE BACK OF YOUR MIND...
- WHICH TENDS TO INCREASE YOUR STRESS LEVEL
- **IMPORTANT E-MAILS WILL GET LOST IN THE SHUFFLE!**



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Let's think about this...

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



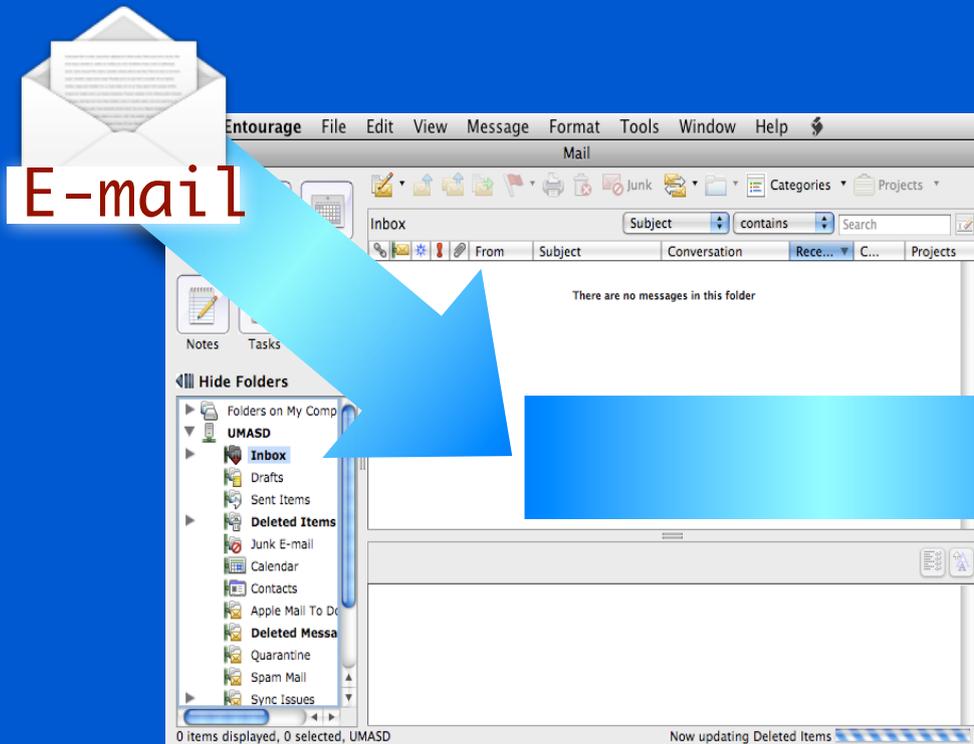
- **ACT ON IT**
- **DEFER ACTING ON IT**
- **DELEGATE IT**
- **DO NOTHING**
- **FILE IT**
- **DELETE IT**

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* 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

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

- FILE IT

- DELETE IT

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* Getting Things Done, by David Allen, and
"Inbox Zero" by Merlin Mann www.43folders.com/izero

THE E-MAIL LIFE CYCLE



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

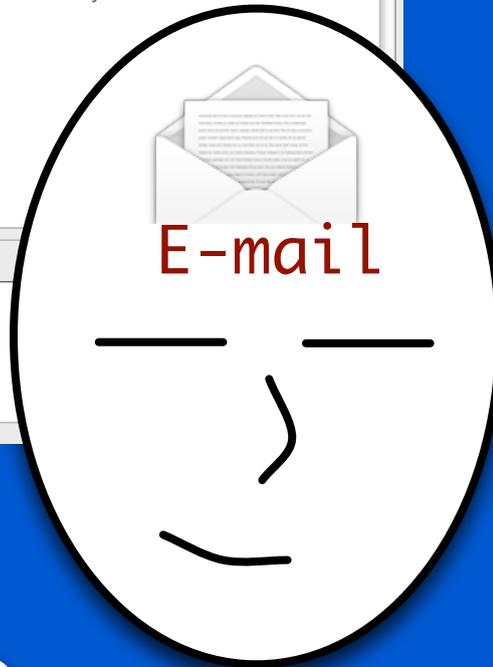
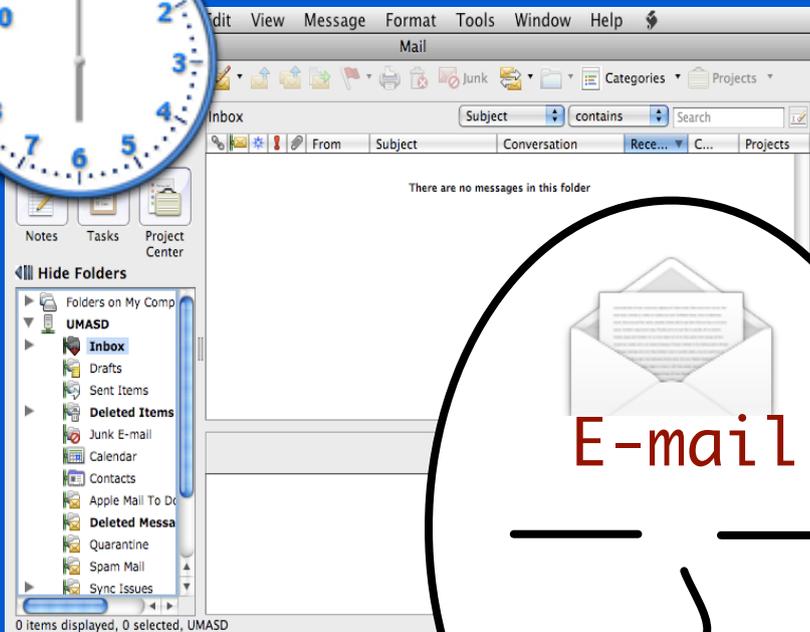
FILE IT

DELETE IT

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Before we get to filing mail...

A RECOMMENDATION FOR YOU



**INSTEAD OF FREQUENTLY
CHECKING YOUR E-MAIL
AND LETTING IT PILE UP**

**SET A TIME DURING THE
DAY TO **PROCESS** ALL OF
THE E-MAIL IN YOUR
INBOX**

****CLEAR THE INBOX***
(IF POSSIBLE)**

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FOLDERS IN YOUR E-MAIL

3 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

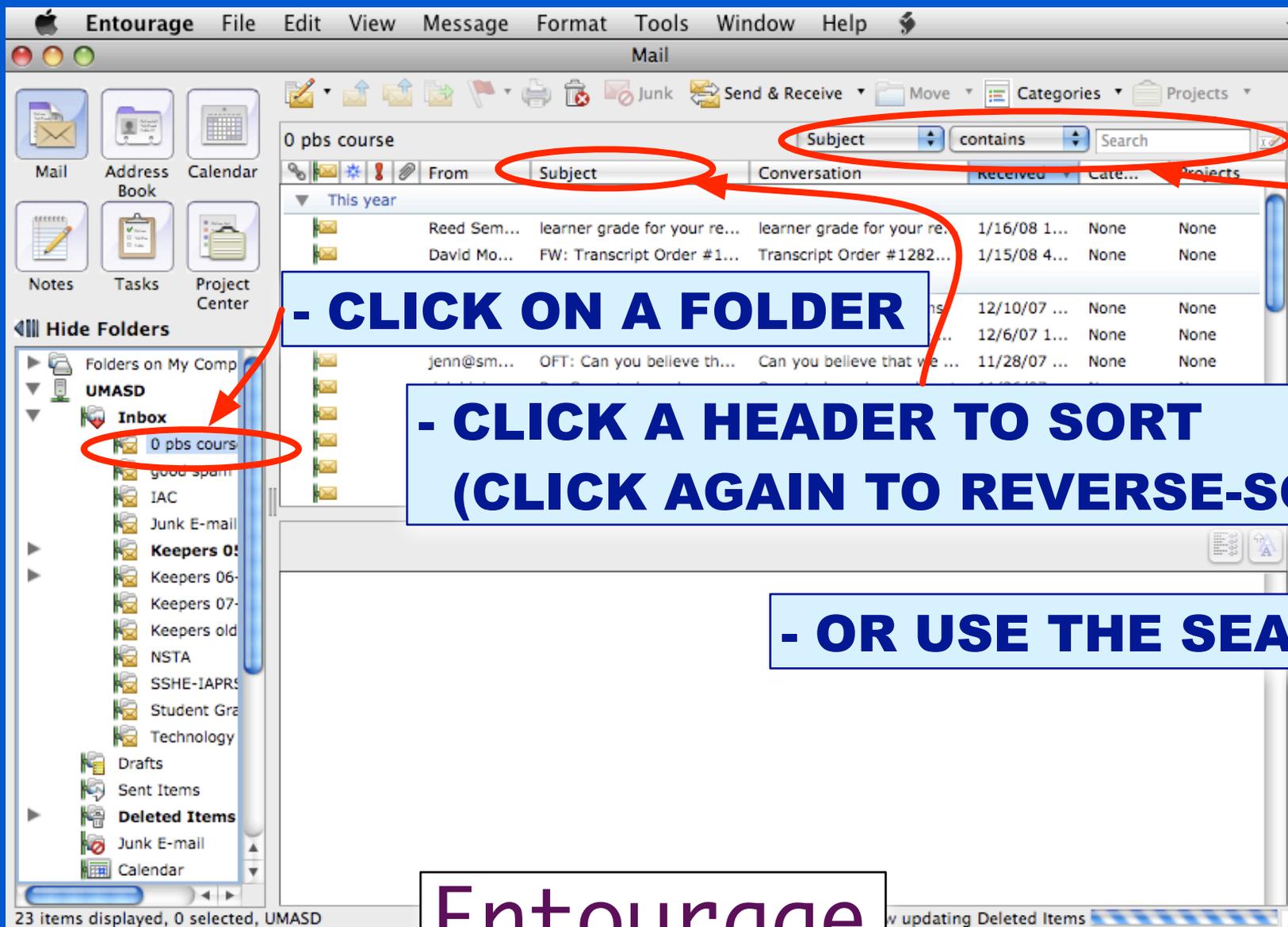
CREATE ONE FOLDER "ARCHIVE" AND USE SEARCH AND SORT FEATURES TO FIND OLD E-MAIL

CREATING FOLDERS IN YOUR E-MAIL

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

YOU CAN NOW DRAG AND DROP E-MAILS INTO IT

SEARCH AND SORT E-MAIL



- CLICK ON A FOLDER

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

- OR USE THE SEARCH

Entourage

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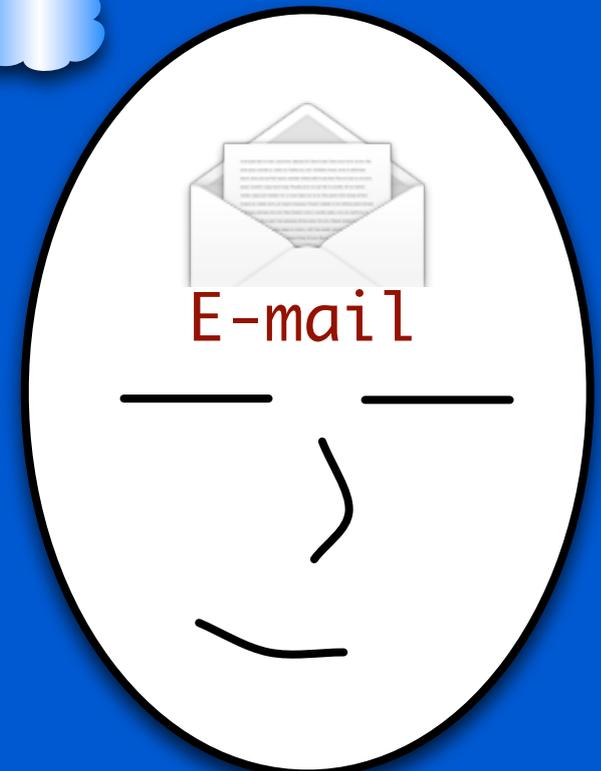
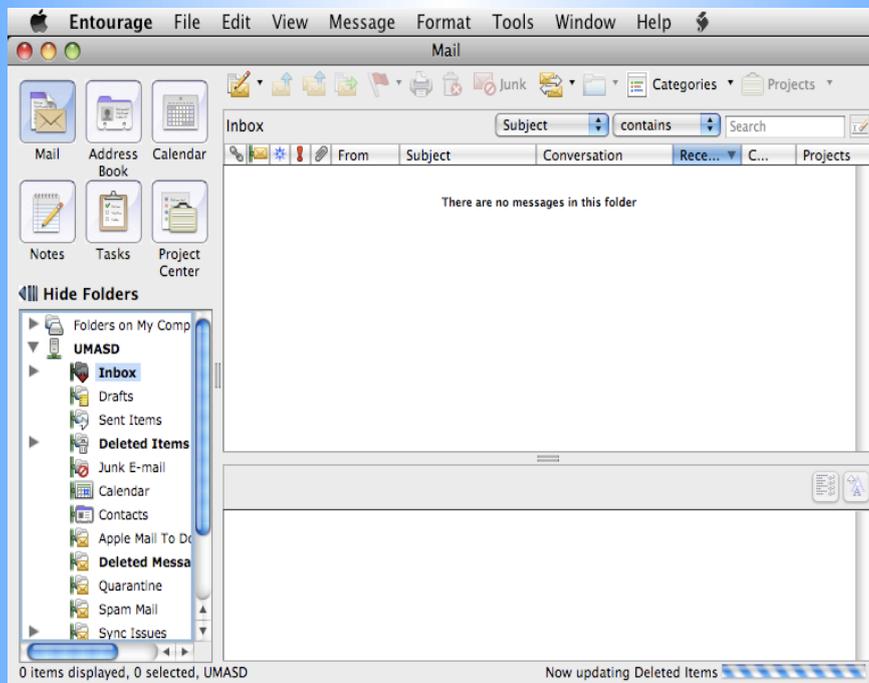
TIME TO PROCESS THAT E-MAIL

CLEAR THAT INBOX!

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Next up...

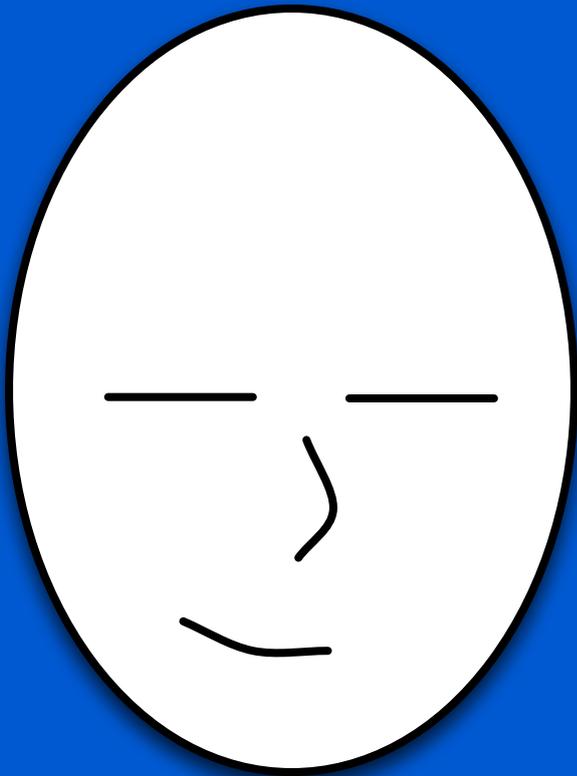
TO-DO LISTS & E-MAIL RULES



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Now that your inbox is clear...

**CAN WE KEEP THE CLUTTER FROM
ACCUMULATING IN THE FIRST PLACE?**



**YES!
WITH RULES**

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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**

**HAVE MAIL FROM YOUR PRINCIPAL
AUTOMATICALLY COLORED RED**

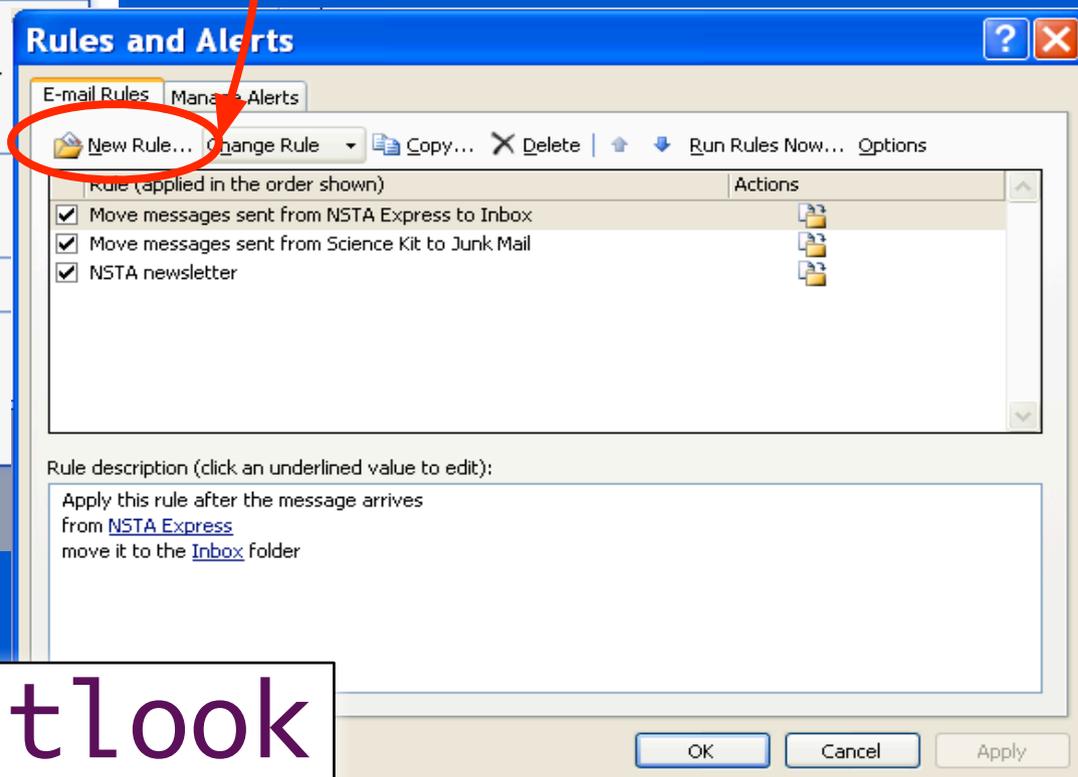
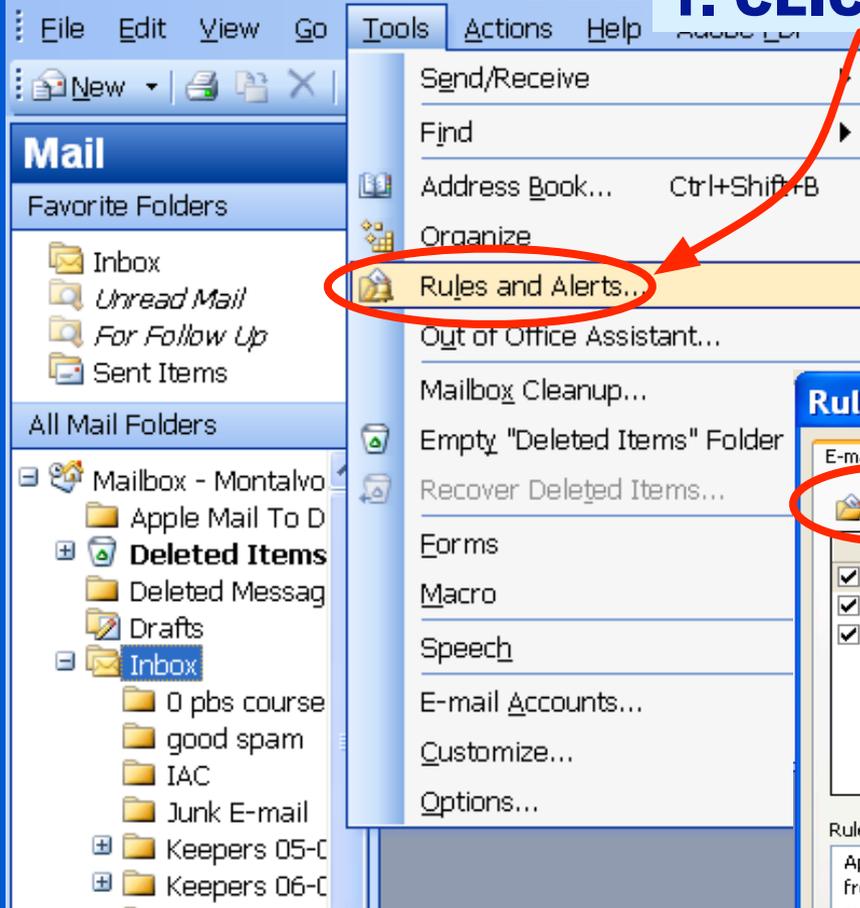
SETTING UP RULES

Inbox - Microsoft Outlook

1. CLICK TOOLS > RULES AND ALERTS

2. CLICK "NEW RULE"

3. ENTER DETAILS



Outlook

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SETTING UP RULES

1. CLICK TOOLS > RULES

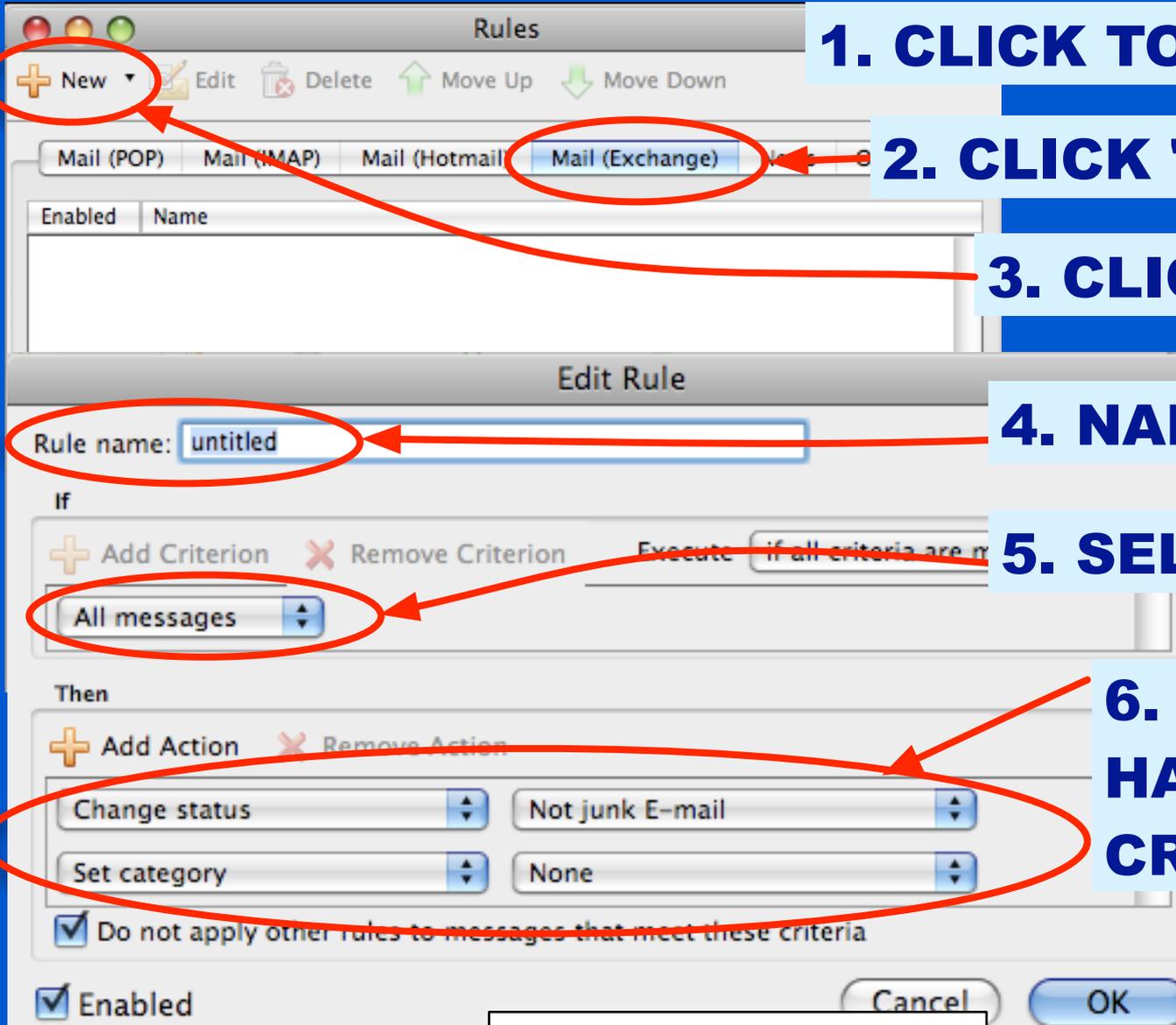
2. CLICK "MAIL (EXCHANGE)"

3. CLICK "NEW"

4. NAME IT

5. SELECT THE CRITERIA

6. SET WHAT SHOULD HAPPEN WHEN THE CRITERIA ARE MET

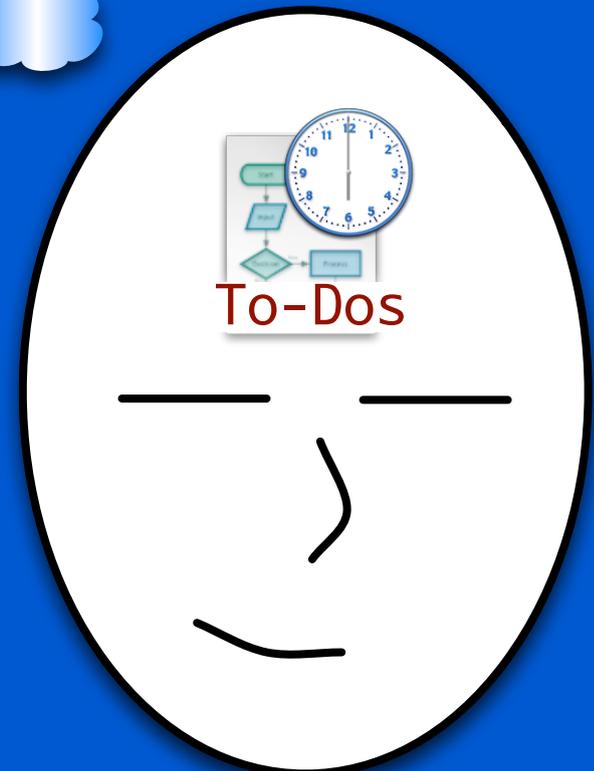
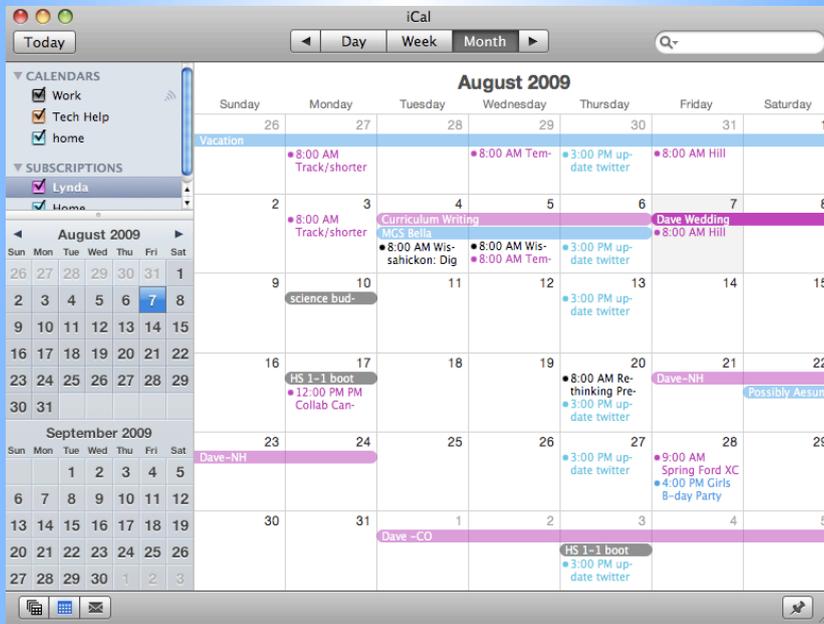


Entourage

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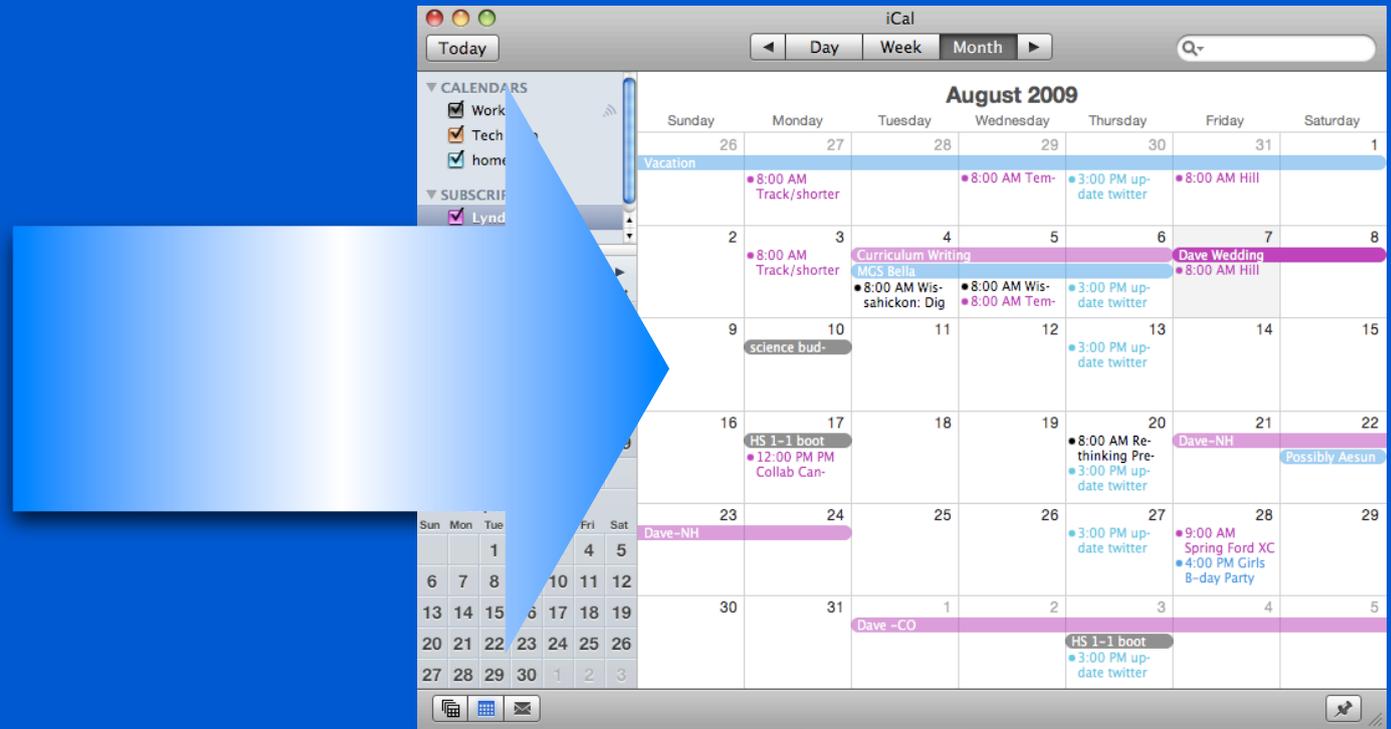
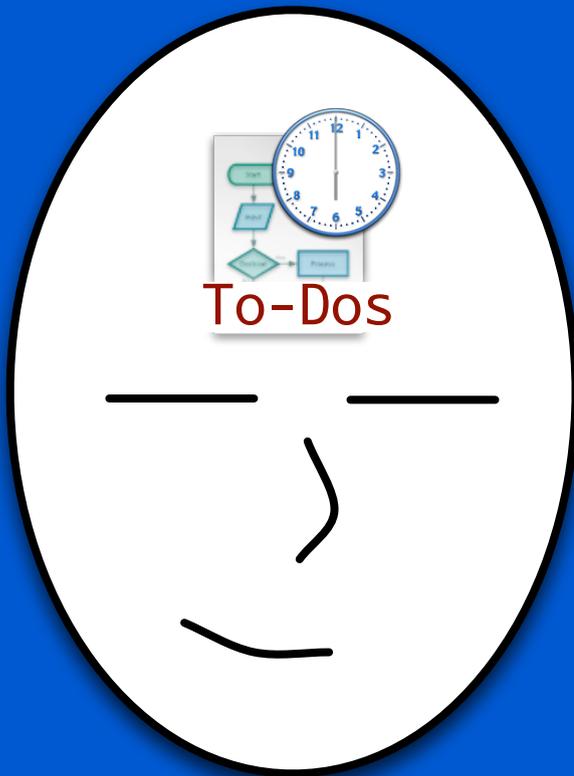
Next up...

TO DO LISTS



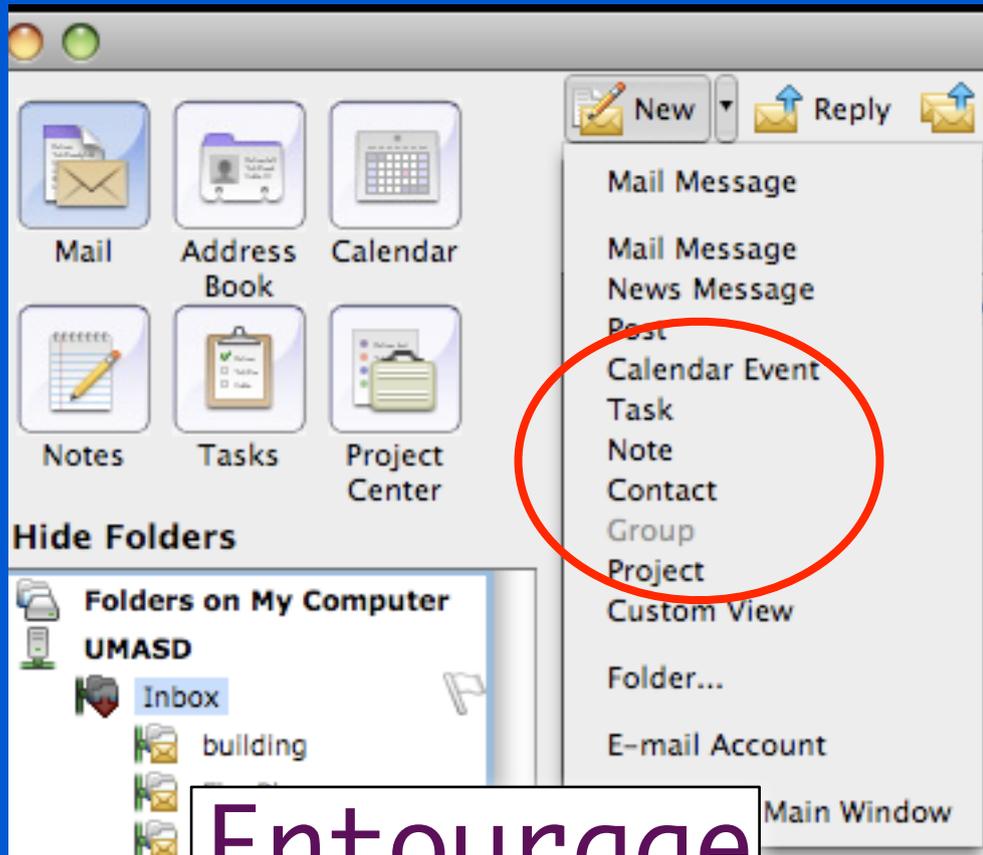
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dmontalvo@umasd.org

PROBABLY THE BEST PLACE FOR TO-DO LISTS IS YOUR CALENDAR

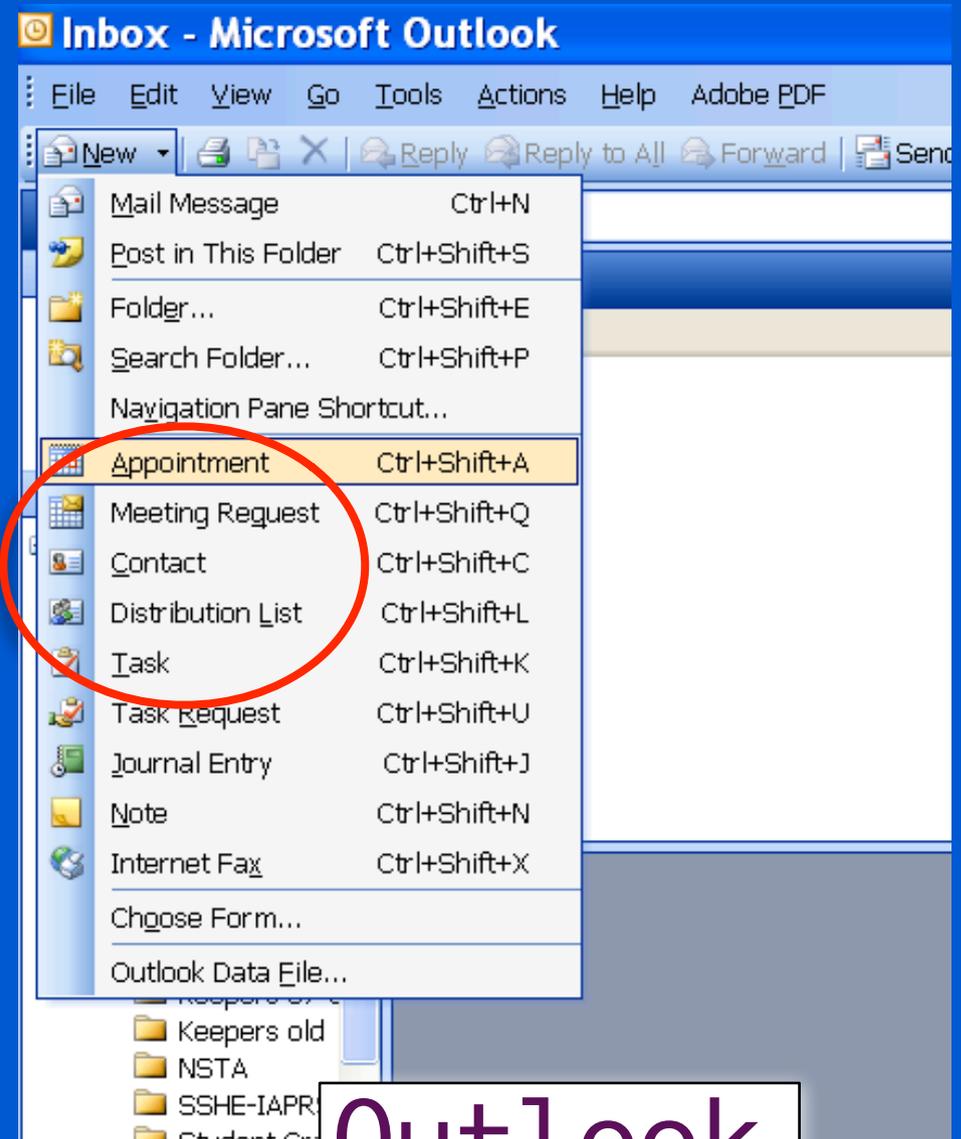


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PROBABLY THE BEST PLACE FOR TO-DO LISTS IS YOUR CALENDAR



Entourage



Outlook

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iCAL OFFERS YOU SOME NICE OPTIONS

SAMPLE iCAL

Calendars can be turned on or off for easy viewing

Multiple calendars can be created for different kinds of events

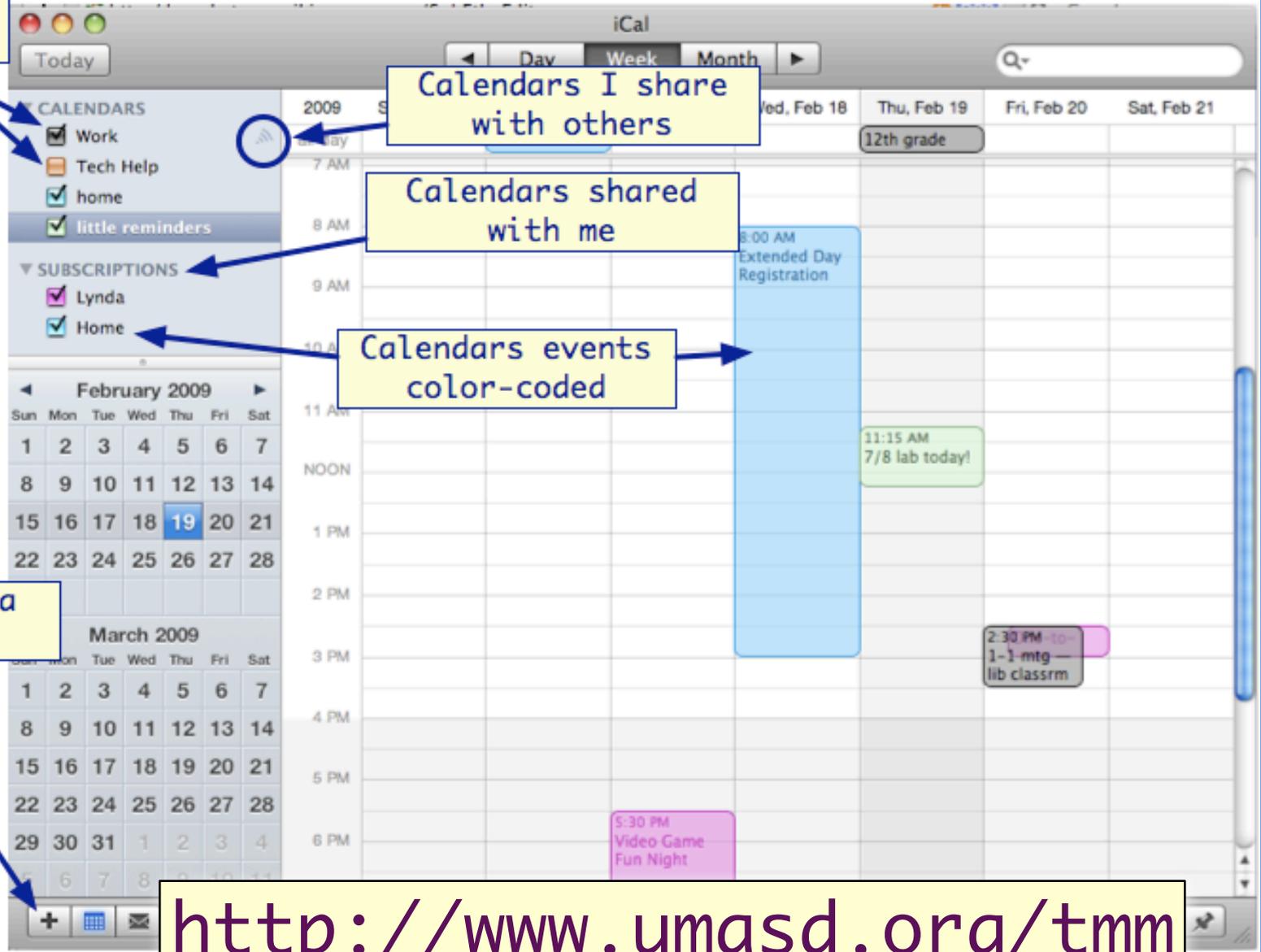
Click to add a new calendar

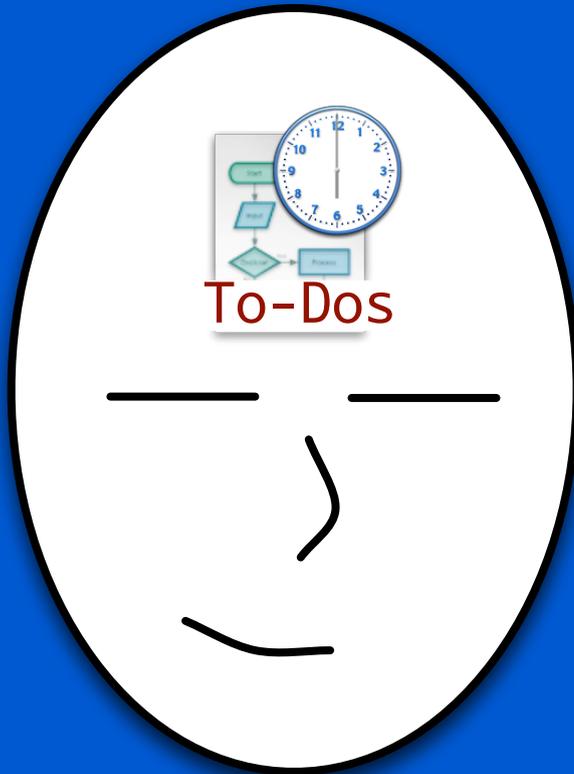
Calendars I share with others

Calendars shared with me

Calendars events color-coded

<http://www.umasd.org/tmm>



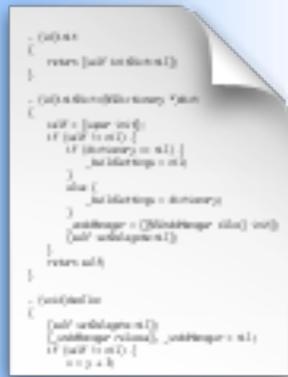


**TIME TO SET UP
SOME RULES
AND GET YOUR
CALENDAR IN
ORDER**

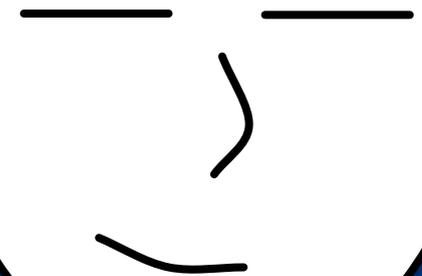
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Next up...

DOCUMENTS & FILES

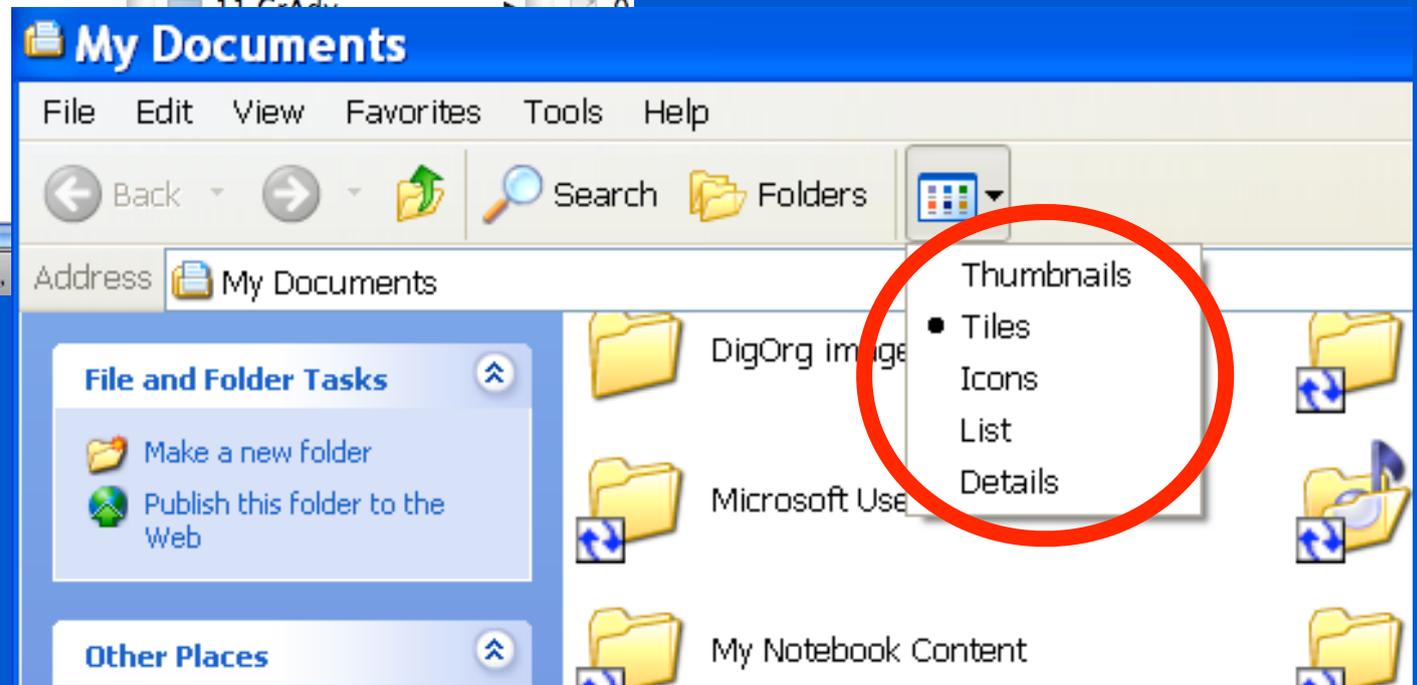
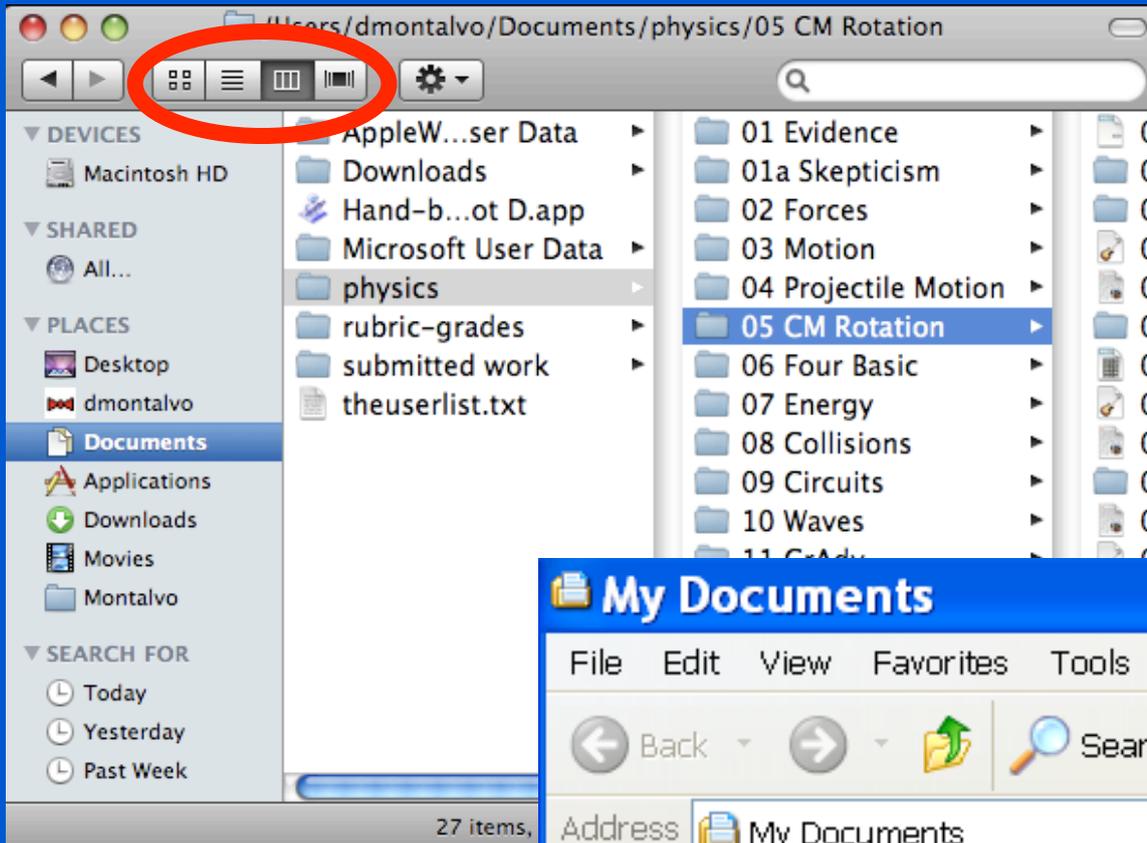


Documents



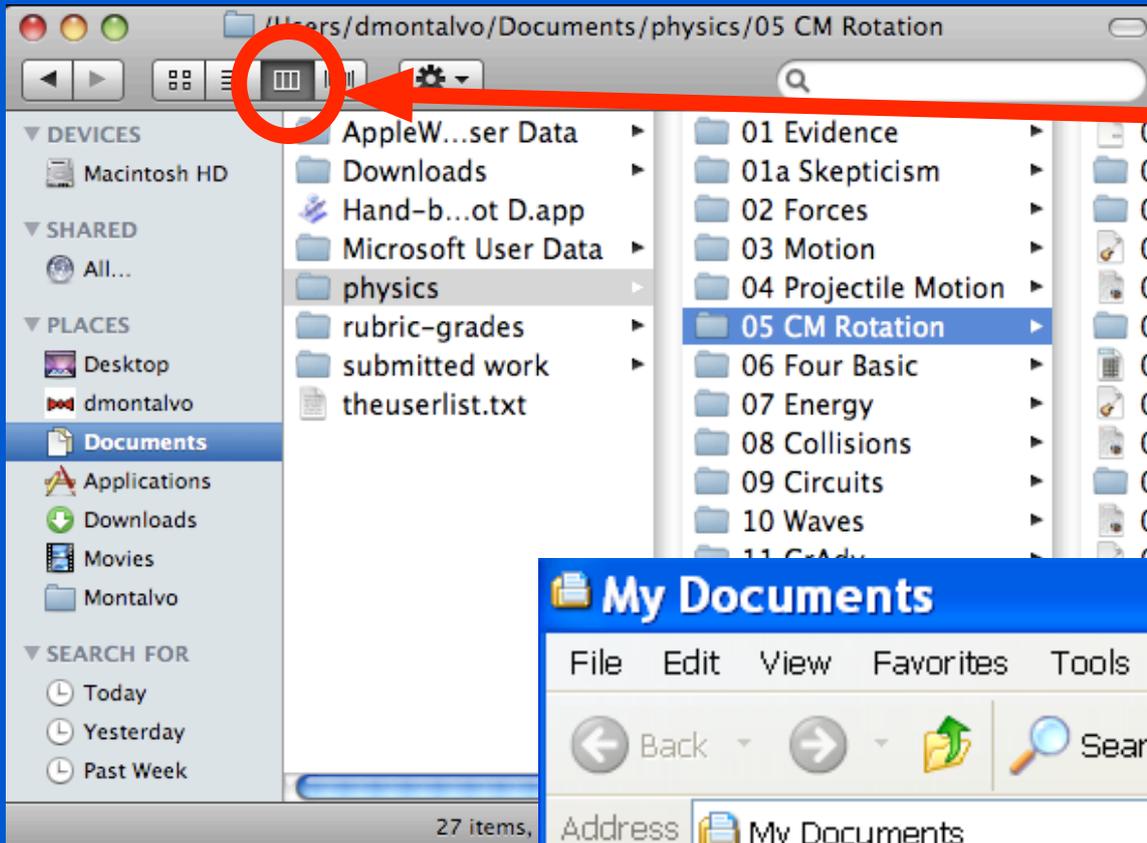
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dmontalvo@umasd.org

FOLDER VIEWS



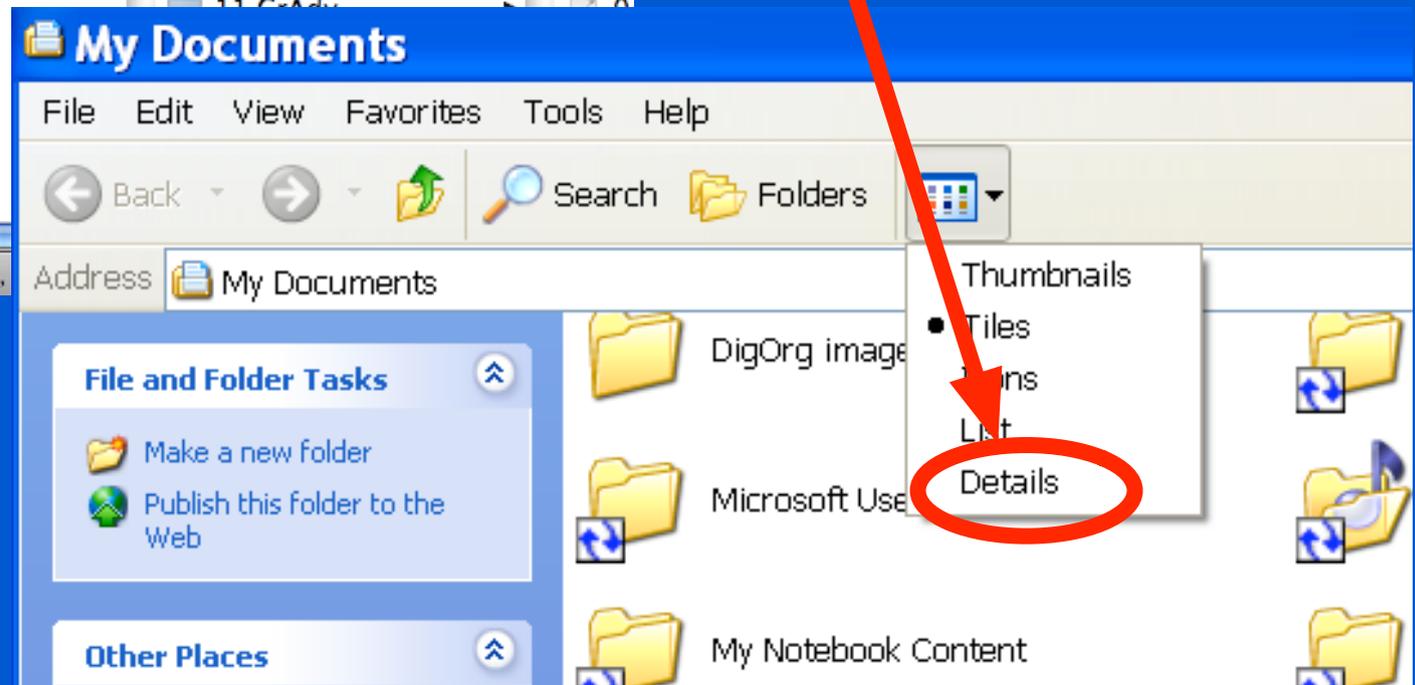
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dmontalvo@umasd.org

FOLDER VIEWS



**MY MAC FAVORITE:
COLUMN VIEW**

**MY WINDOWS
FAVORITE:
DETAIL VIEW**



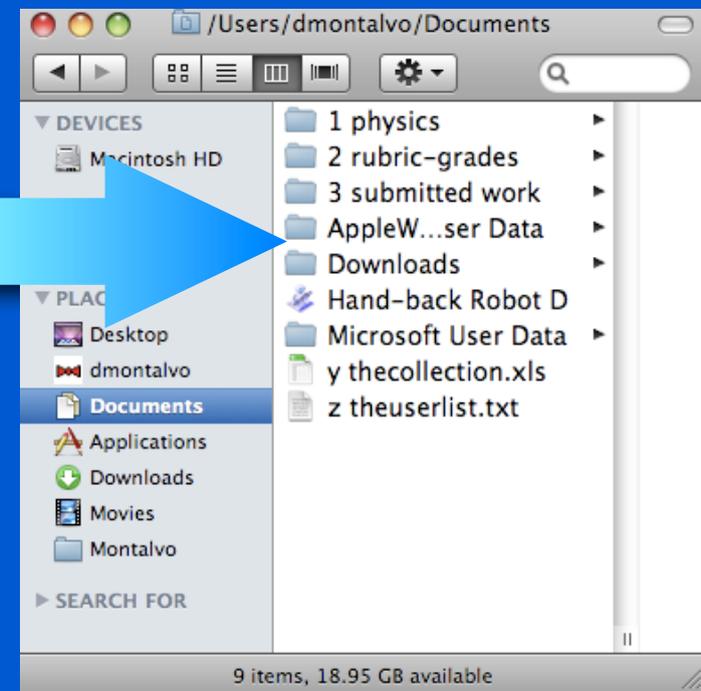
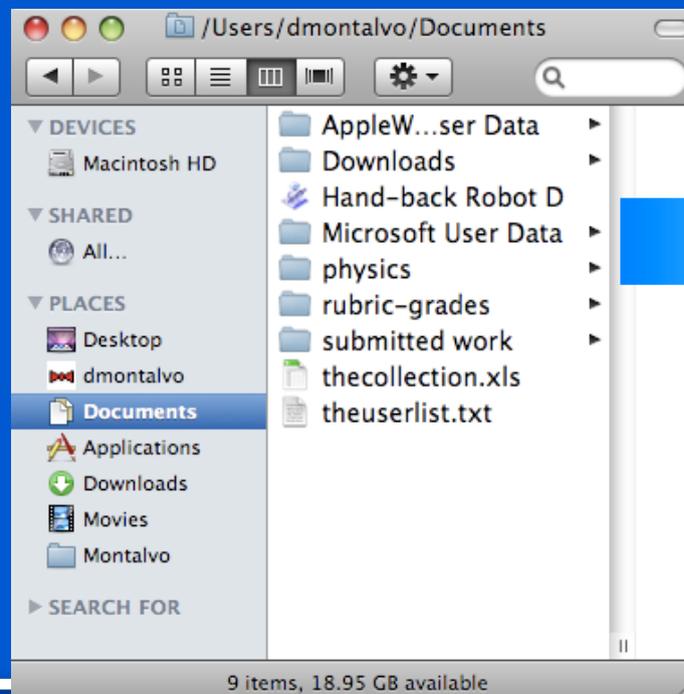
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SMART NAMING SCHEMES

THE COMPUTER SORTS FILES ALPHA-NUMERICALLY*

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

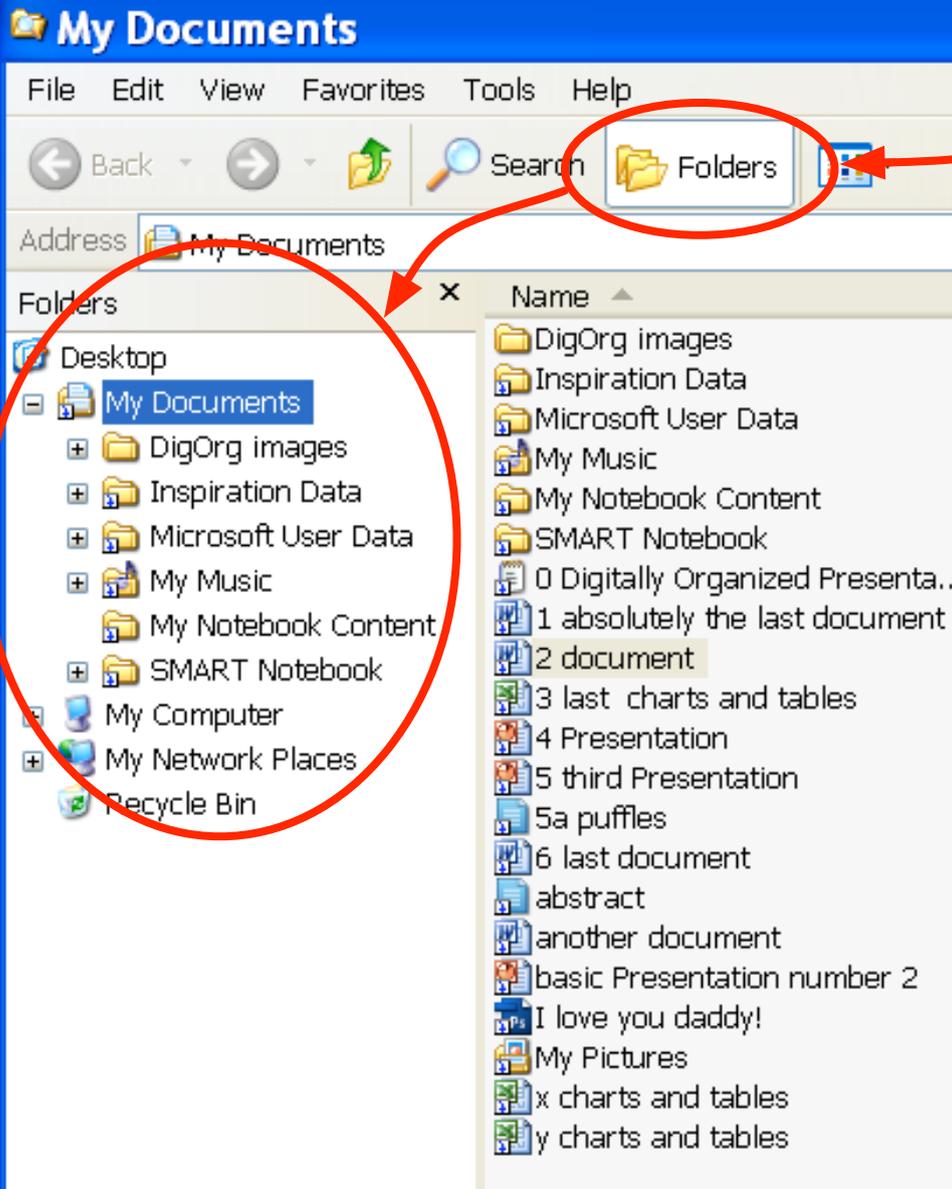
**YOU CAN USE THAT TO PUT THE FILES
IN THE ORDER YOU WANT**



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* Note: after re-naming files, the Mac re-sorts them automatically; in Windows, hit Fn-F5 to re-sort

QUICK FILE MOVING



CLICK "FOLDERS" TO SHOW FOLDERS IN SIDE BAR

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

KEYBOARD SHORTCUTS

CLICK ON FILE; SHIFT-CLICK ON ANOTHER FILE TO SELECT ALL FILES IN BETWEEN

CTRL-CLICK ON FILES TO SELECT MULTIPLE FILES NOT NEXT TO EACH OTHER

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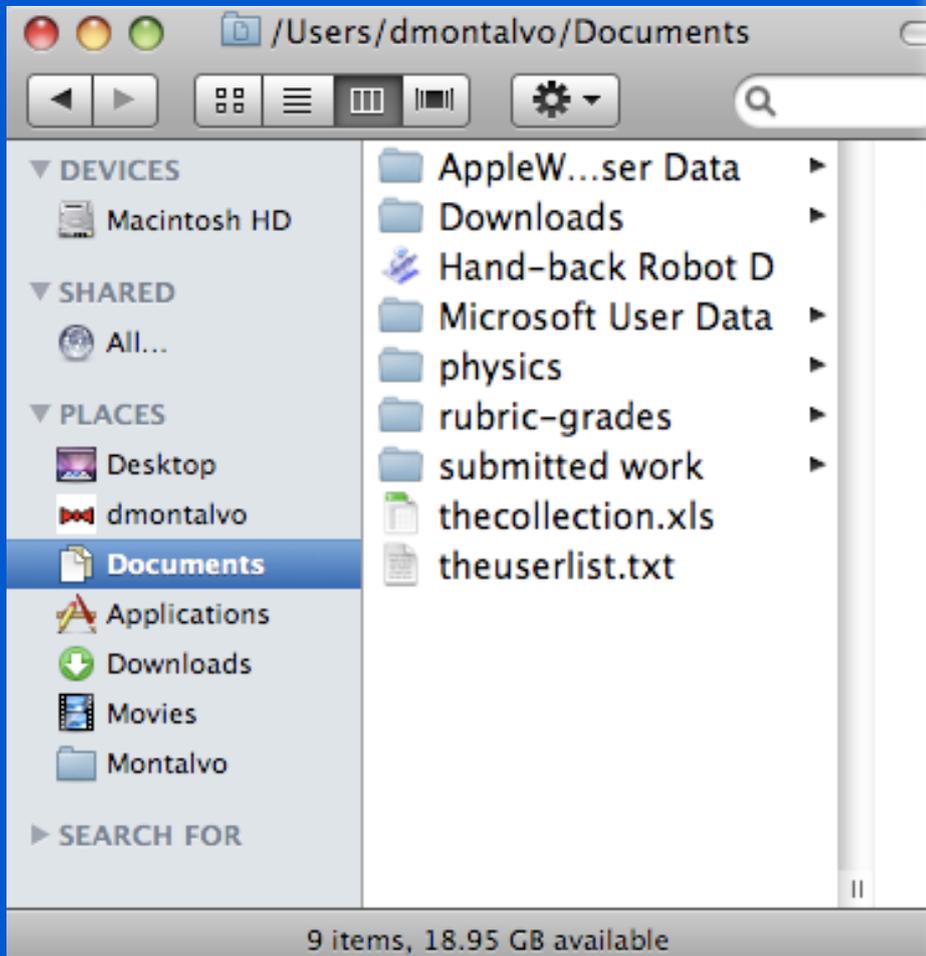
QUICK FILE MOVING

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

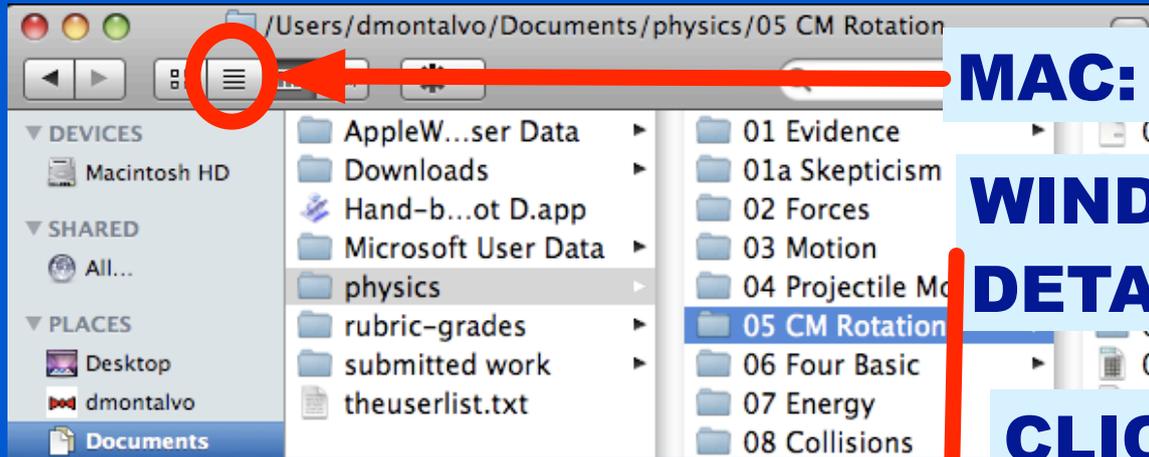
KEYBOARD SHORTCUTS

CLICK ON FILE; SHIFT-CLICK ON ANOTHER FILE TO SELECT ALL FILES IN BETWEEN

APPLE-CLICK ON FILES TO SELECT MULTIPLE FILES NOT NEXT TO EACH OTHER



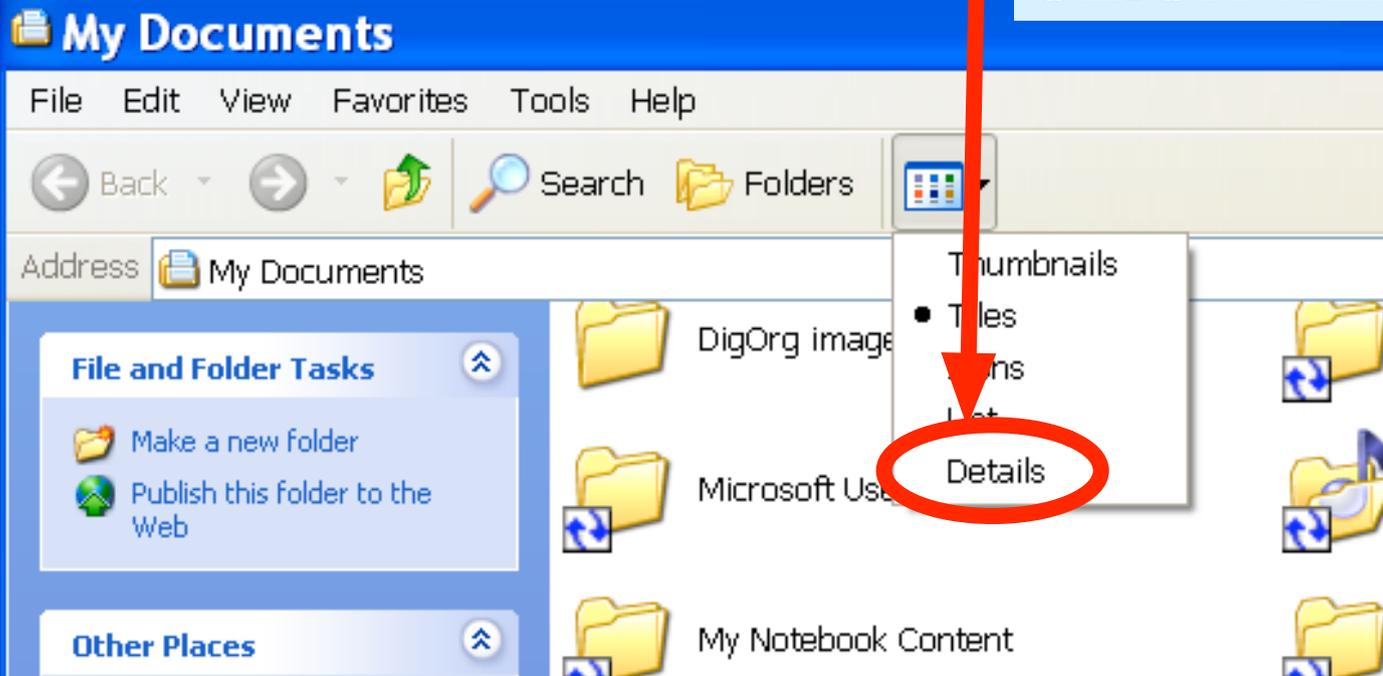
SORTING FILES



MAC: SWITCH TO LIST VIEW

**WINDOWS: SWITCH TO
DETAIL VIEW**

CLICK HEADERS TO SORT



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SEARCHING FOR FILES



SPOTLIGHT

FINDER SEARCH

SMART FOLDERS

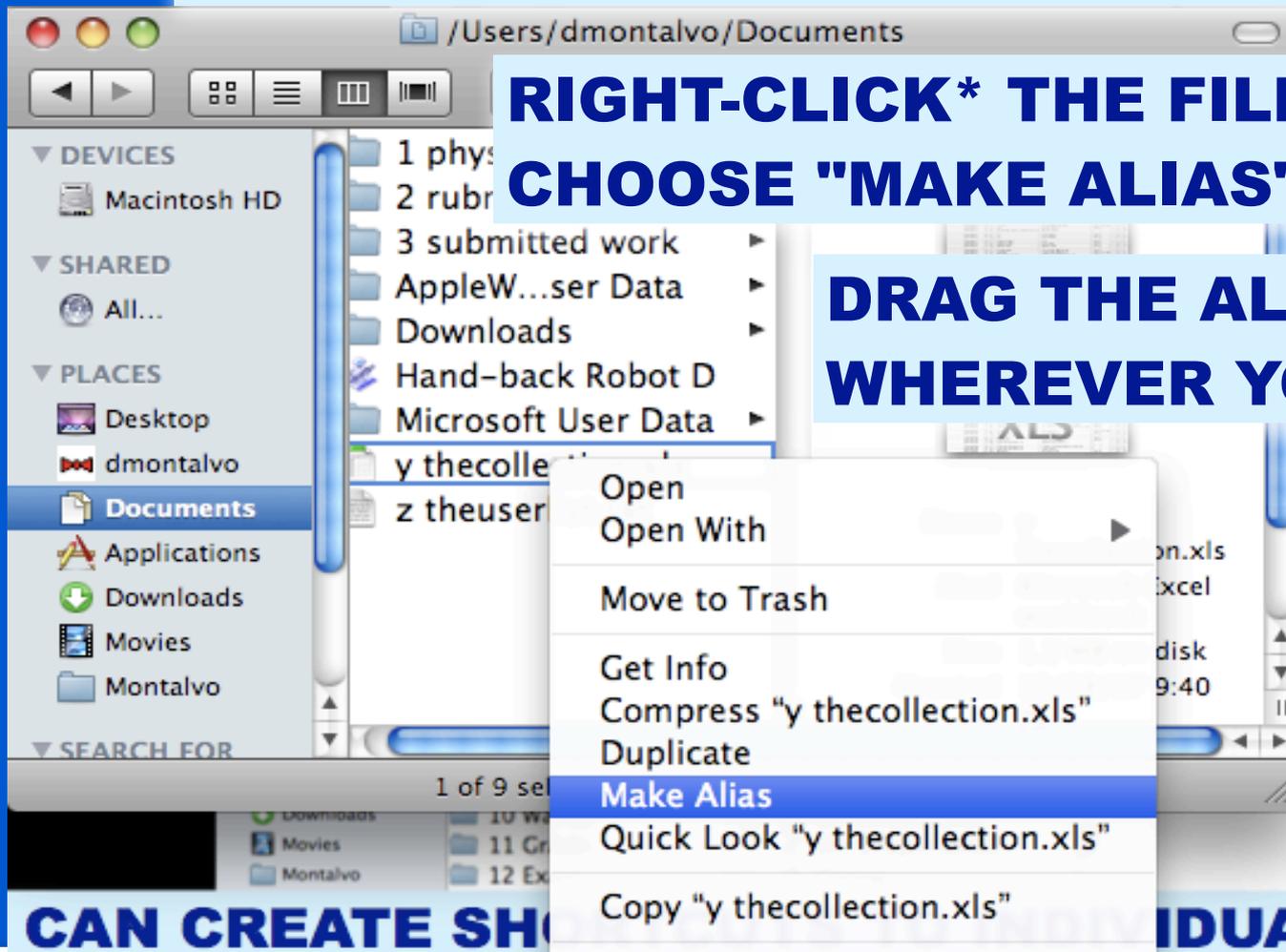
SEARCHING FOR FILES

The screenshot shows a Windows Explorer window titled "My Documents". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Back", "Forward", "Search" (circled in red), and "Folders". The address bar shows "My Documents" and a "Go" button. A "Search Companion" pane is open on the left, titled "What do you want to search for?". It lists several search options, with "All files and folders" circled in red. A red arrow points from the "Search" button to this option. The main pane displays a list of files and folders with columns for Name, Size, Type, and Date Modified.

Name	Size	Type	Date Modified
DigOrg images		File Folder	7/10/2008
Inspiration Data		File Folder	4/29/2008
Microsoft User Data		File Folder	1/3/2008 9
My Music		File Folder	6/26/2008
My Notebook Content		File Folder	4/29/2008
SMART Notebook		File Folder	6/26/2008
0 Digitally Organized Presenta...	1 KB	Text Document	6/24/2008
1 absolutely the last document	24 KB	Microsoft Word Doc...	6/24/2008
2 document	24 KB	Microsoft Word Doc...	6/24/2008
3 last charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008
4 Presentation	8 KB	Microsoft PowerPoin...	6/24/2008
5 third Presentation	8 KB	Microsoft PowerPoin...	6/24/2008
5a puffles	21 KB	Smart Notebook File	6/26/2008
6 last document	24 KB	Microsoft Word Doc...	6/24/2008
abstract	118 KB	Smart Notebook File	6/26/2008
another document	24 KB	Microsoft Word Doc...	6/24/2008
basic Presentation number 2	8 KB	Microsoft PowerPoin...	6/24/2008
I love you daddy!	94 KB	BMP File	6/25/2008
My Pictures	1 KB	Shortcut	6/26/2008
x charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008
y charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008

CREATING SHORTCUTS

YOU CAN CREATE SHORTCUTS TO INDIVIDUAL FILES OR FOLDERS - "ALIASES"



**RIGHT-CLICK* THE FILE/FOLDER;
CHOOSE "MAKE ALIAS"**

**DRAG THE ALIAS
WHEREVER YOU WANT IT**

CAN CREATE SH

IDUA

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UPPER MERION AREA HS
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* Or control-click, or two-finger click

Some more advice for you...

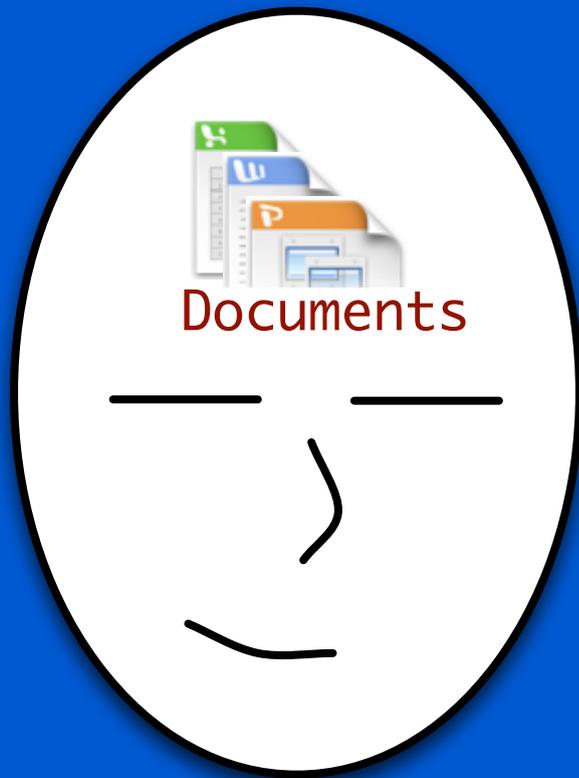
**DON'T GO TOO DEEP WITH
THE FOLDERS!**

CLEAR OFF THE DESKTOP!

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CREATING SHORTCUTS

- **RIGHT-CLICK*** THE FILE OR FOLDER
 - **MAC: CHOOSE "MAKE ALIAS"**
 - **WINDOWS: CHOOSE: "CREATE SHORTCUT"**
- **DRAG IT OUT TO WHEREVER YOU WANT IT**

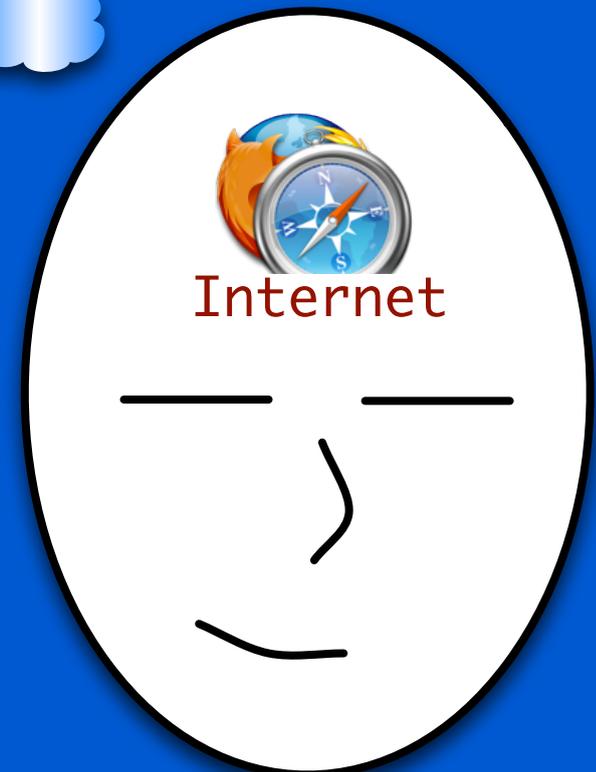
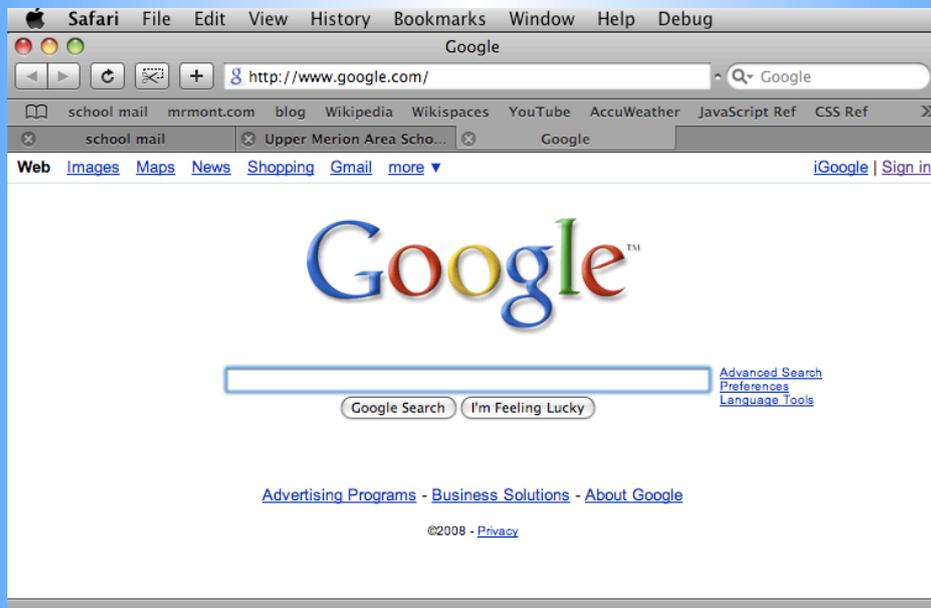


**TIME TO GET THOSE
DOCUMENTS & FILES
SORTED OUT!**

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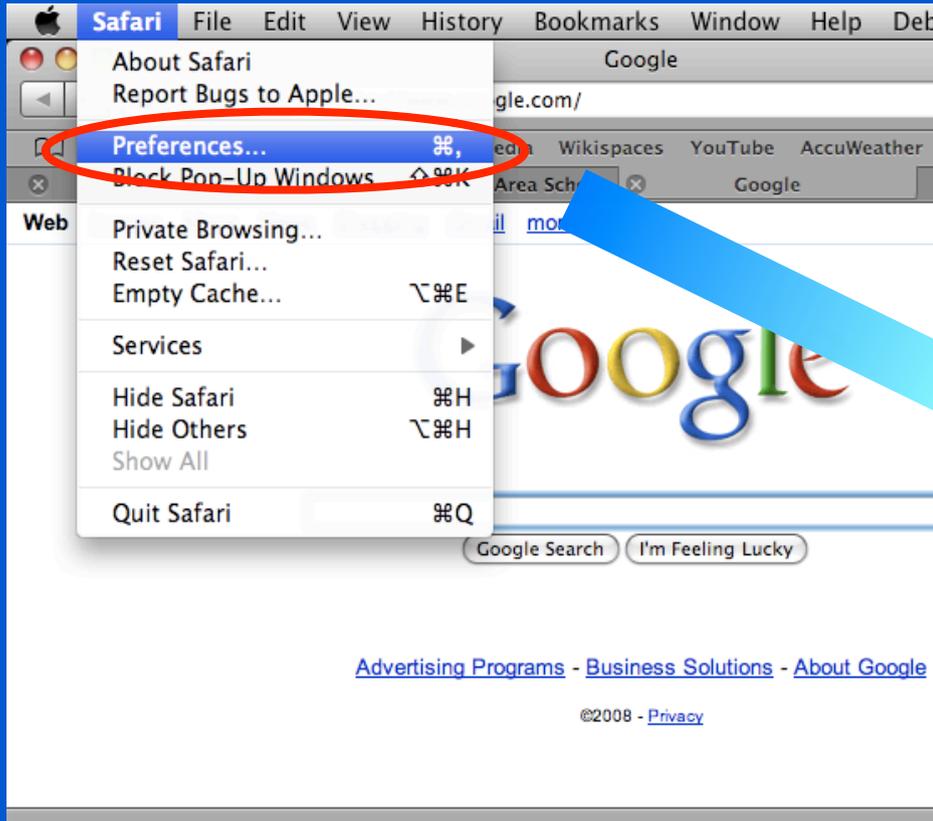
Next up...

BROWSING THE INTERNET

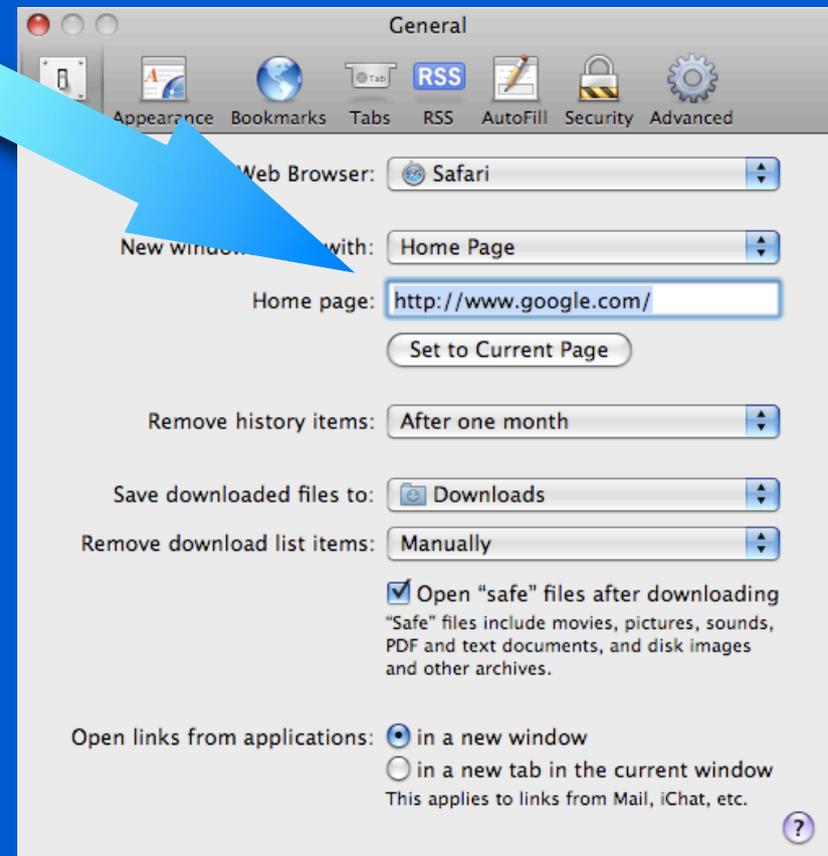


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SETTING YOUR HOMEPAGE



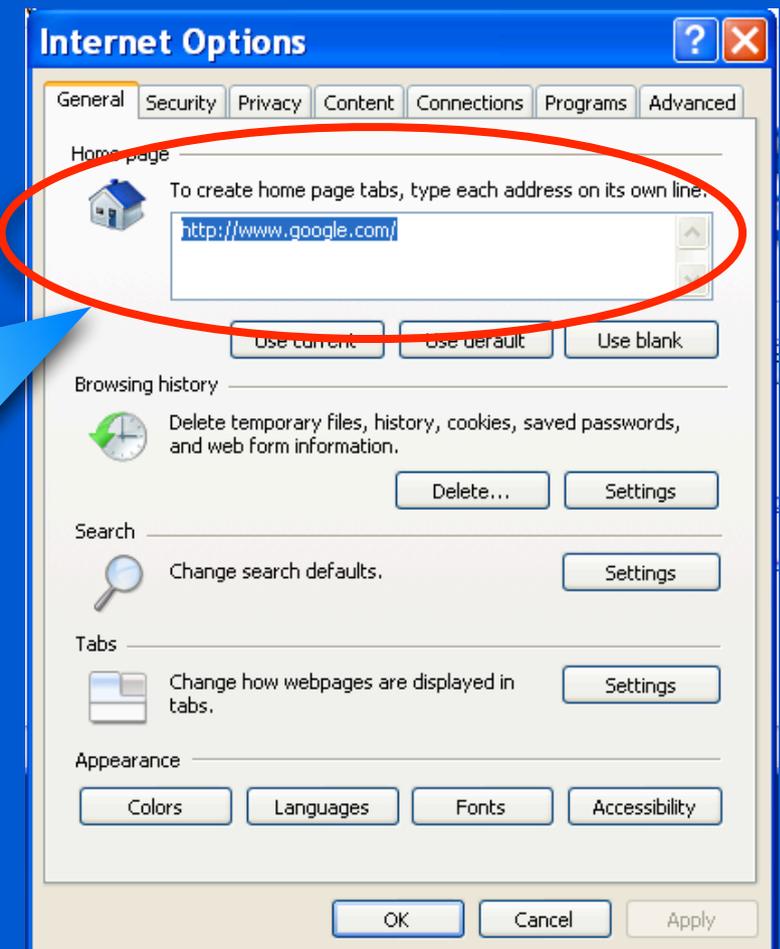
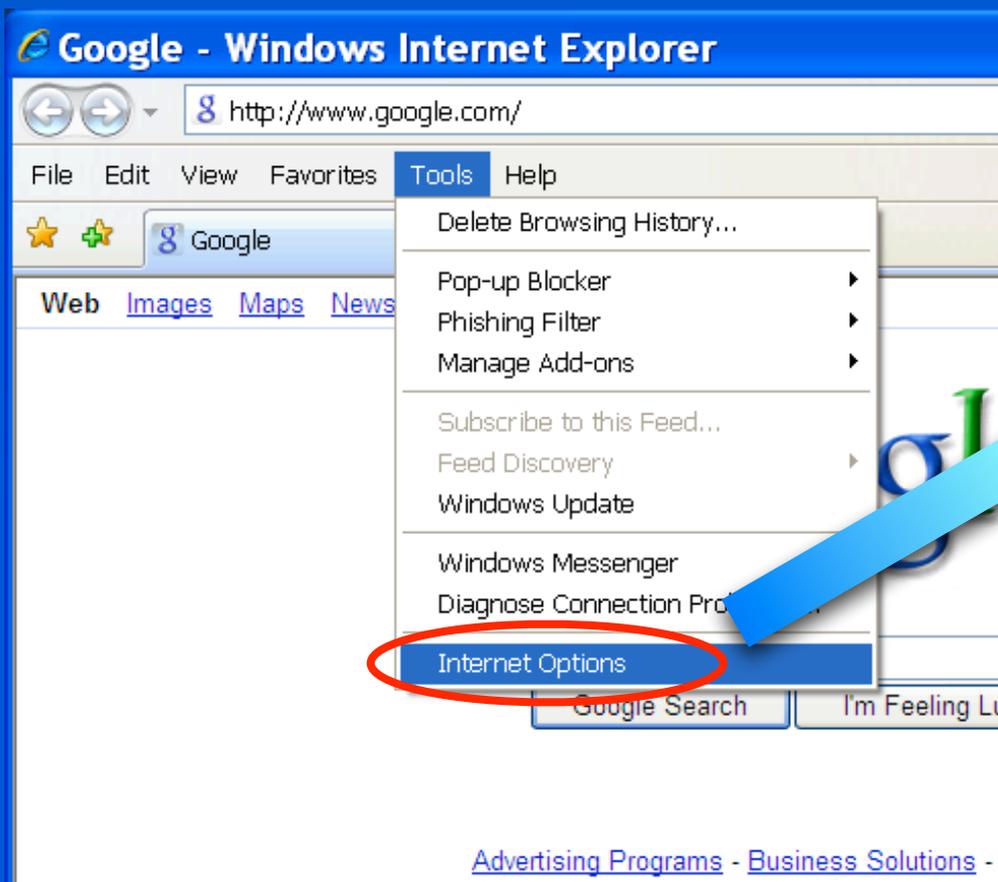
CLICK SAFARI > PREFERENCES



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SETTING YOUR HOMEPAGE

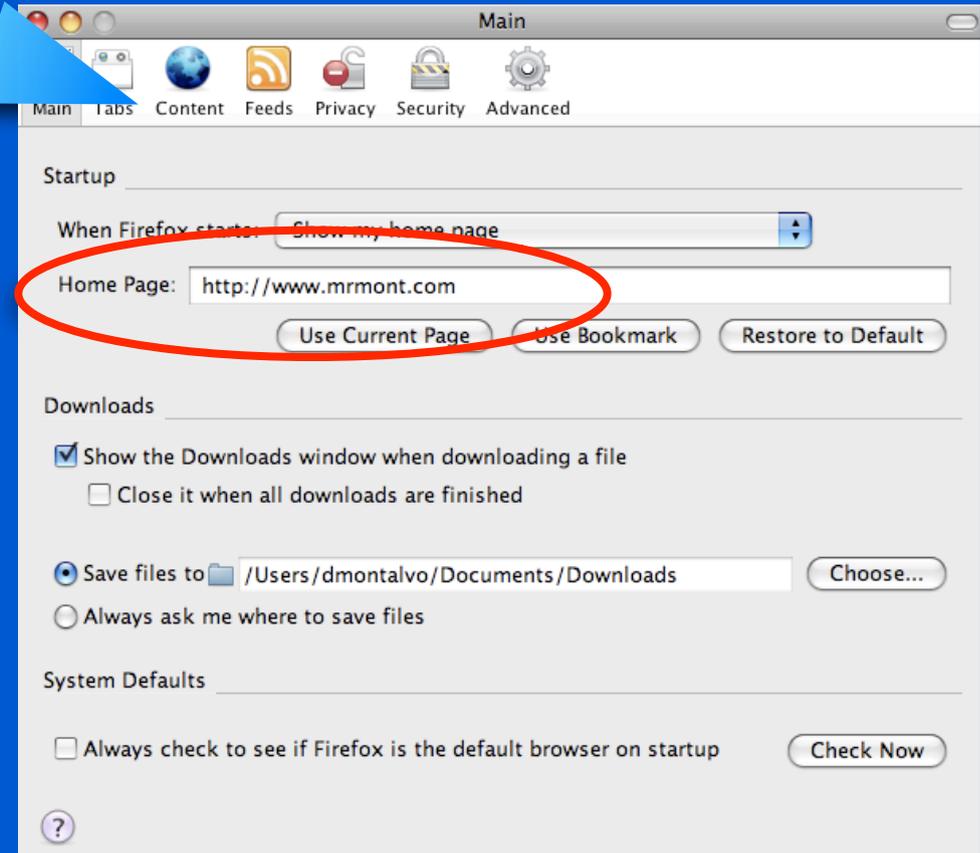
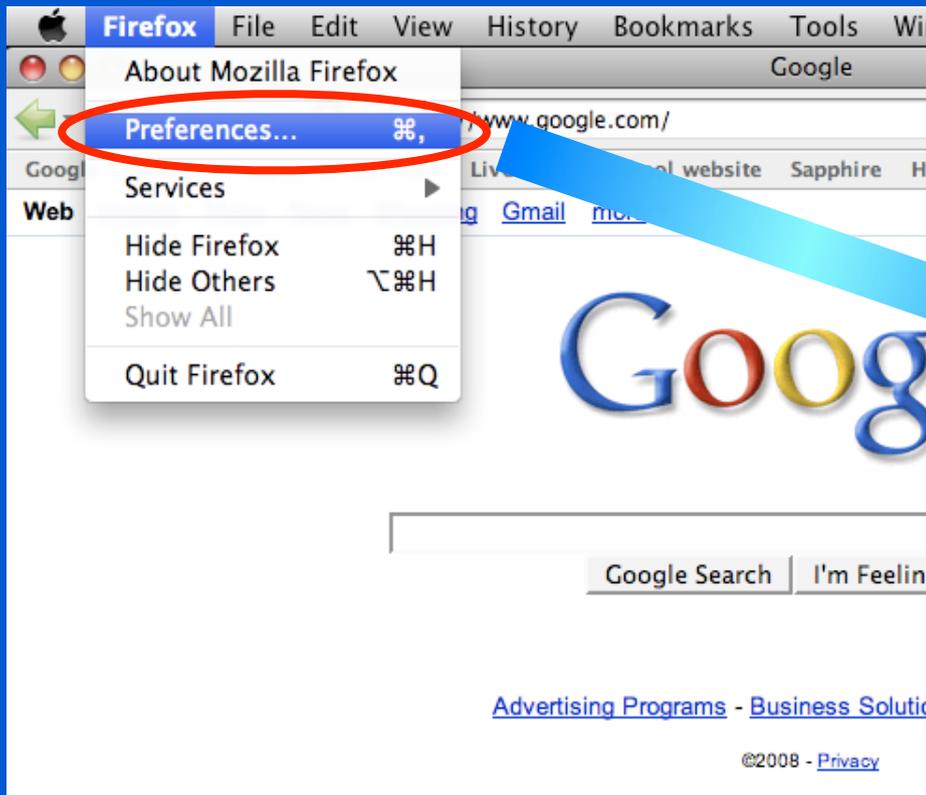
CLICK TOOLS > INTERNET OPTIONS



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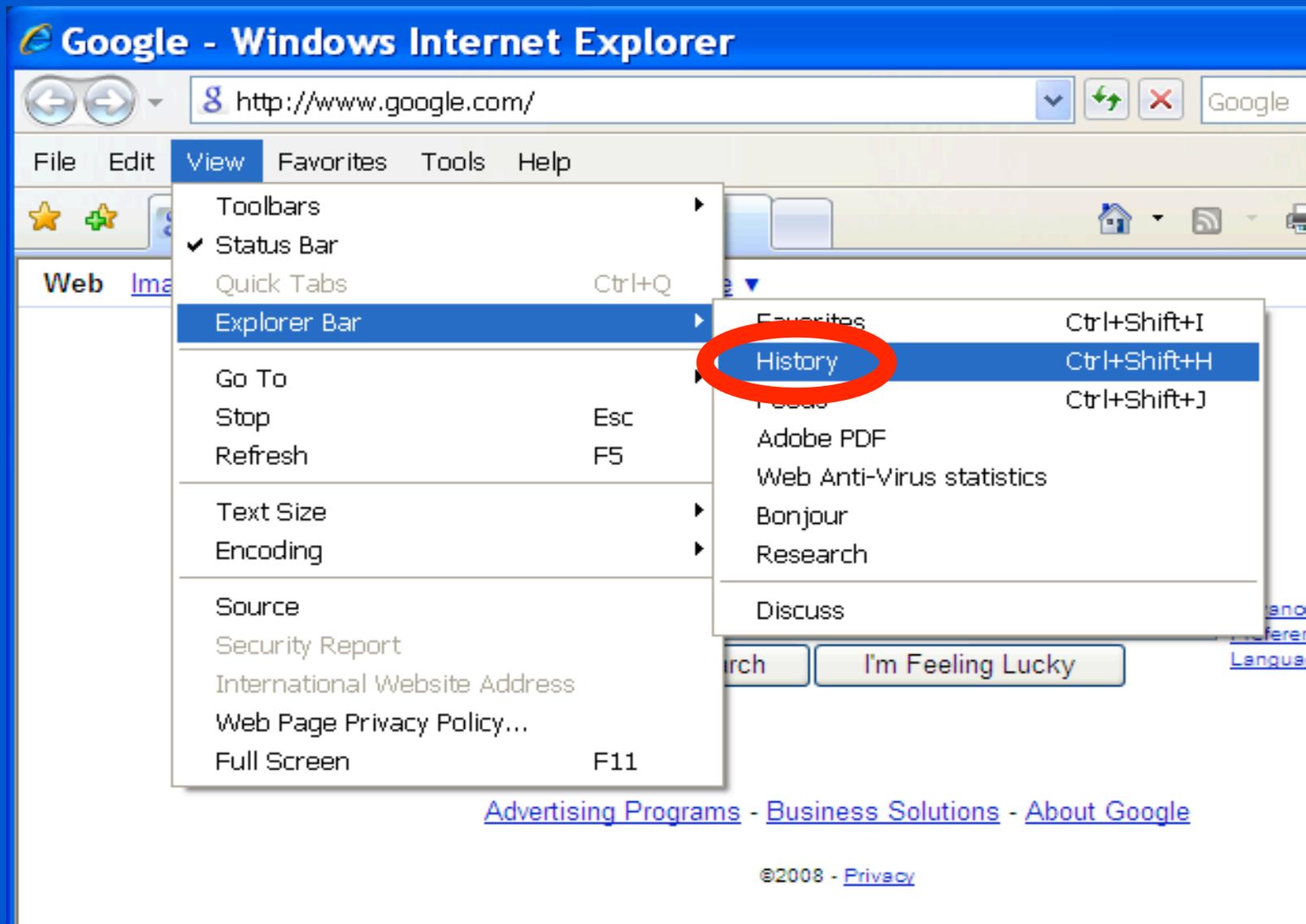
SETTING YOUR HOMEPAGE

CLICK FIREFOX > PREFERENCES



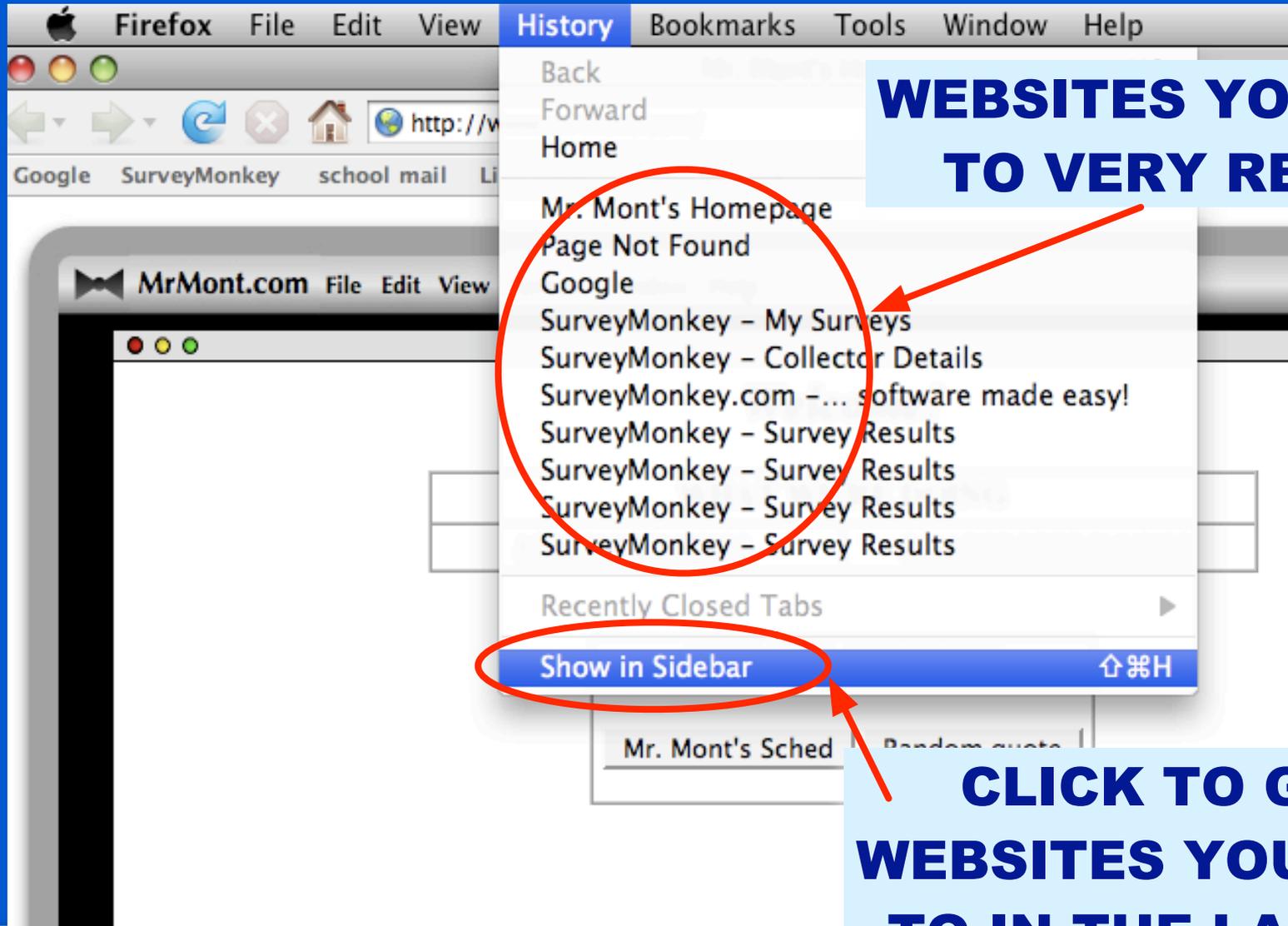
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BROWSER HISTORY EXPLORER



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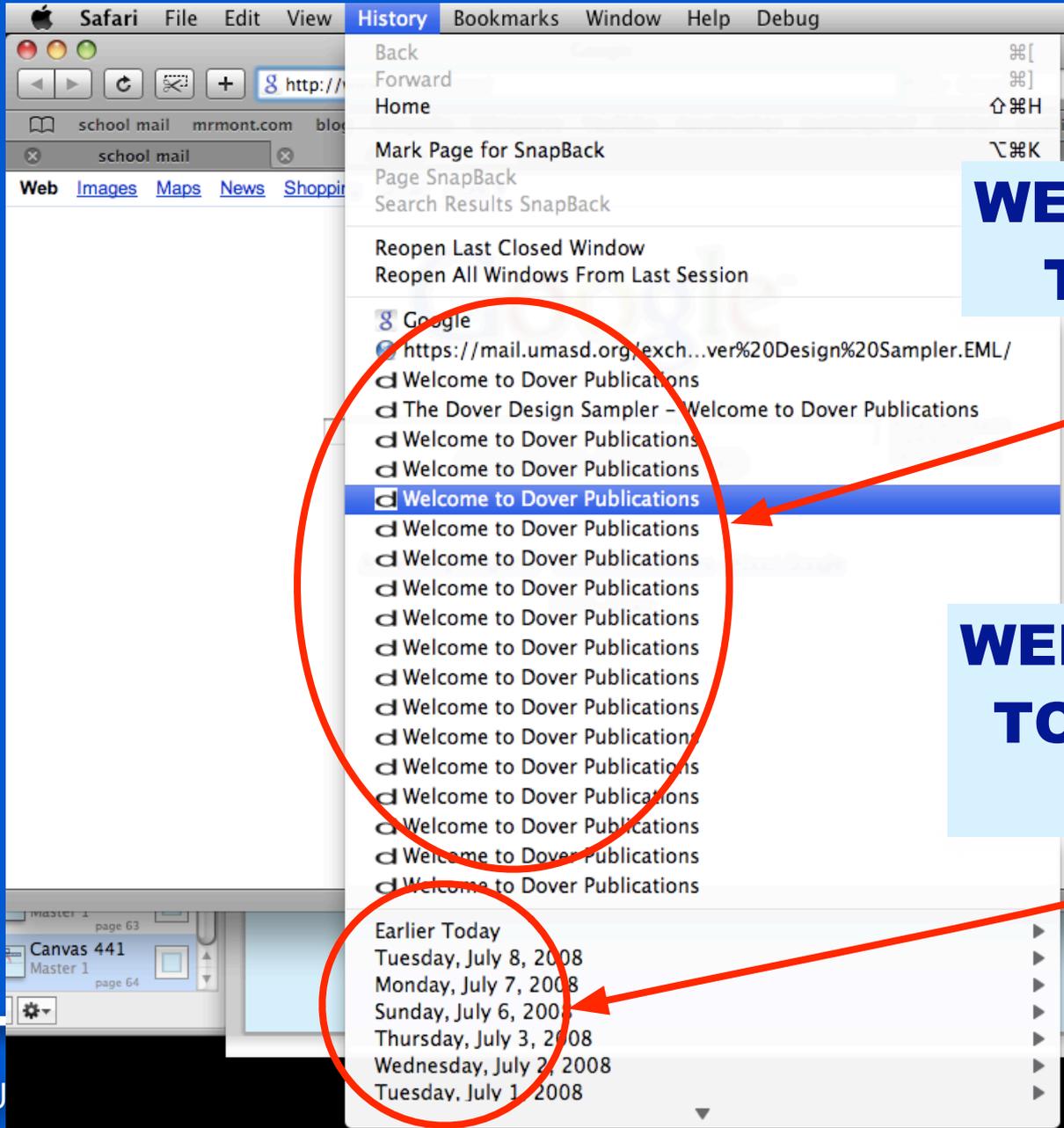
BROWSER HISTORY FIREFOX



WEBSITES YOU'VE BEEN TO VERY RECENTLY

CLICK TO GET TO WEBSITES YOU'VE BEEN TO IN THE LAST WEEK (OR MORE)

BROWSER HISTORY SAFARI

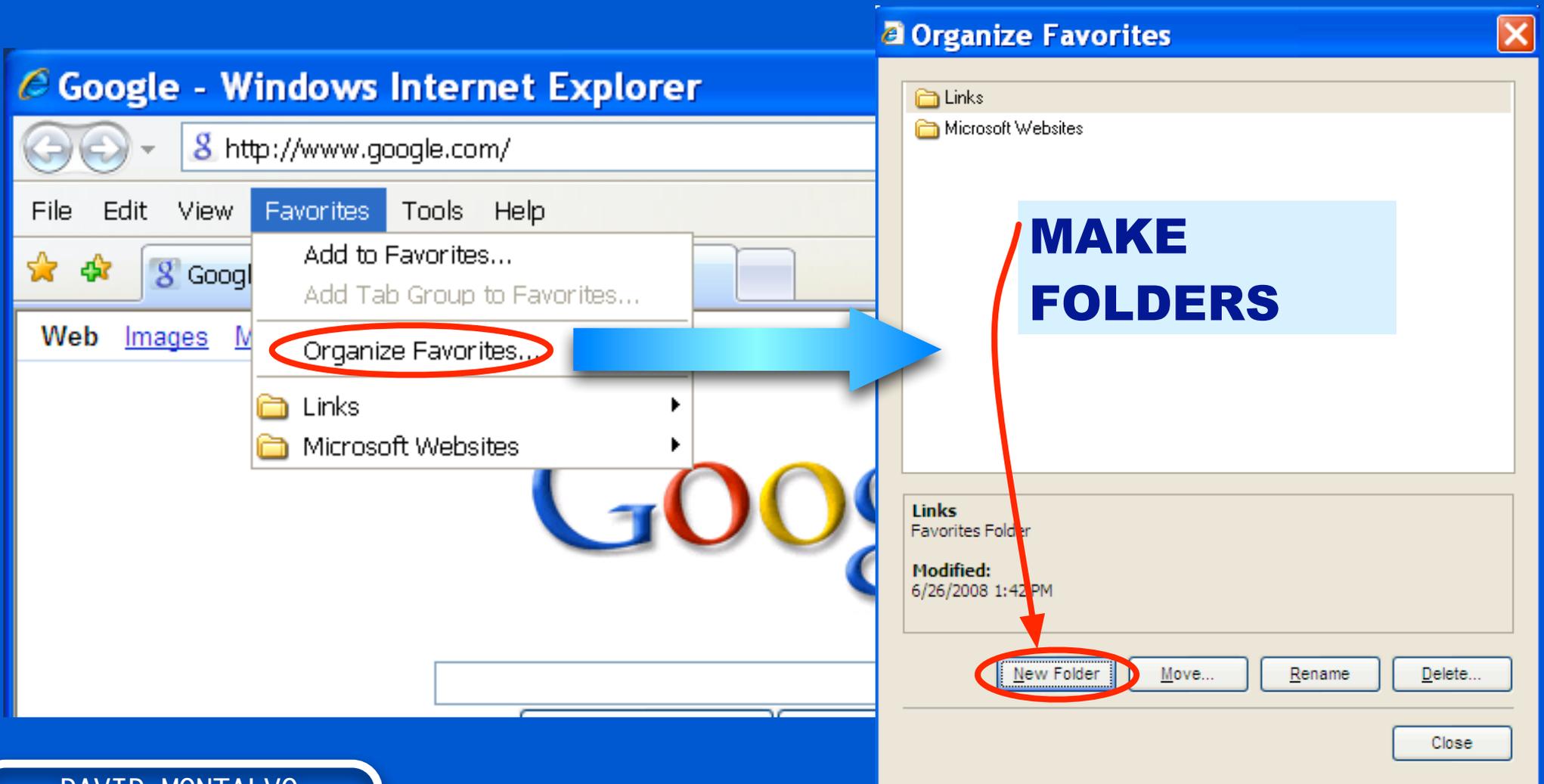


WEBSITES YOU'VE BEEN TO VERY RECENTLY

WEBSITES YOU'VE BEEN TO IN THE LAST WEEK (OR MORE)

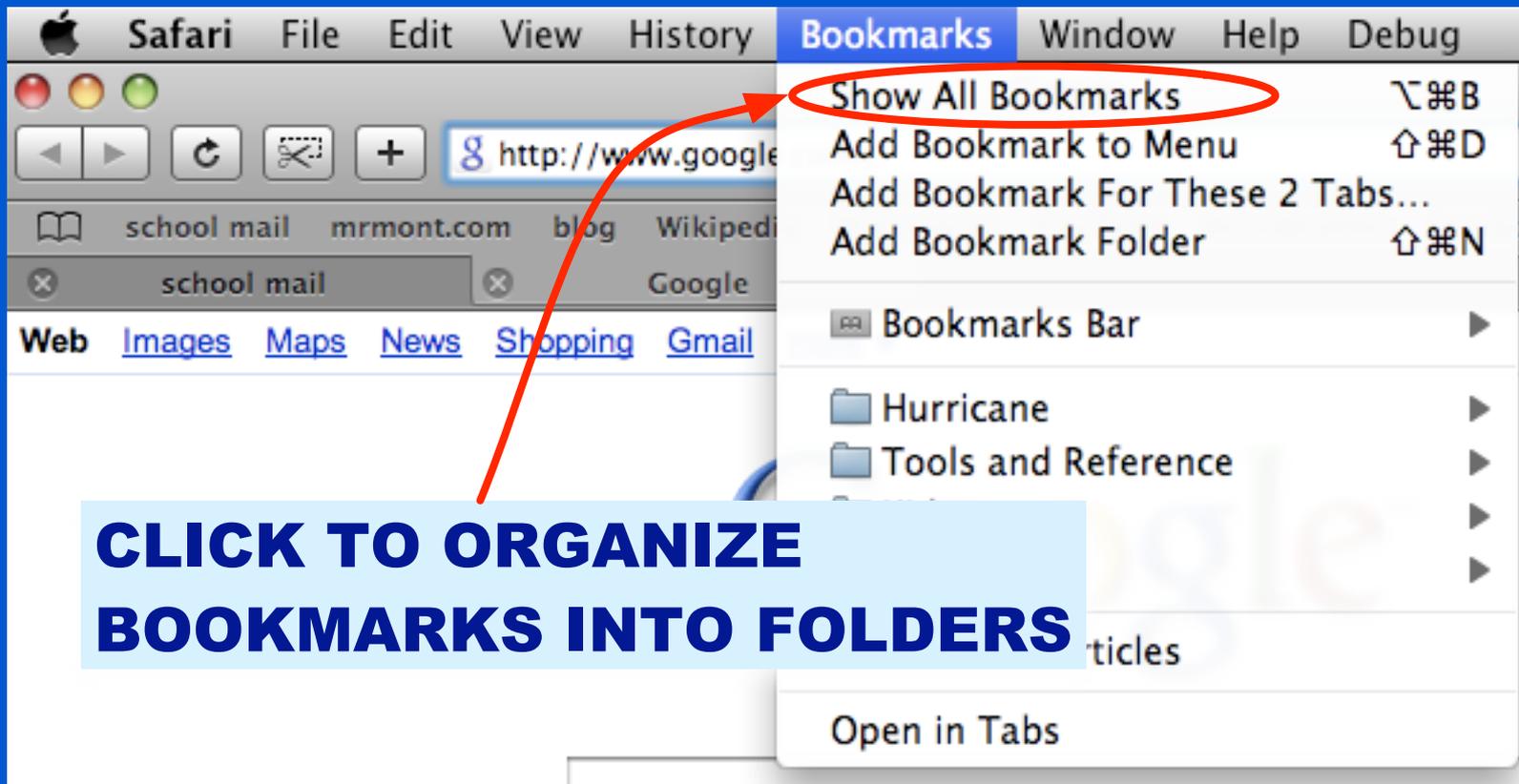
ORGANIZE FAVORITES EXPLORER

FAVORITES > ORGANIZE FAVORITES



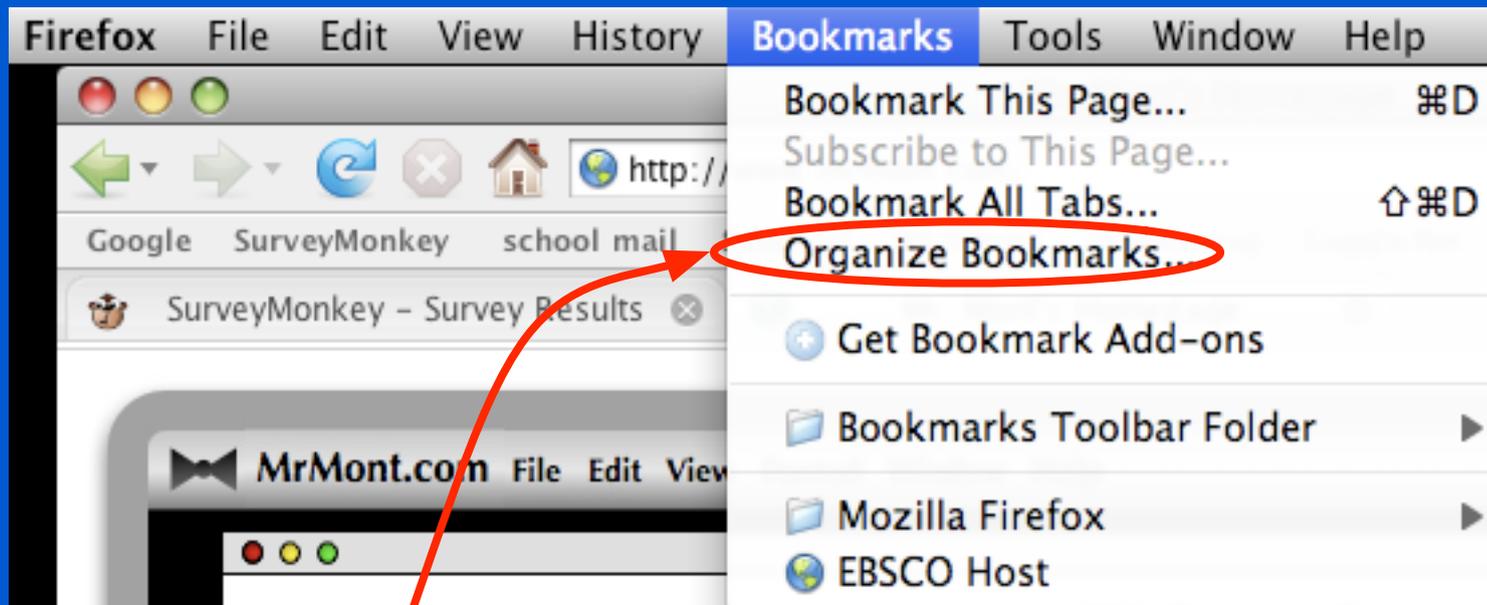
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ORGANIZE FAVORITES SAFARI



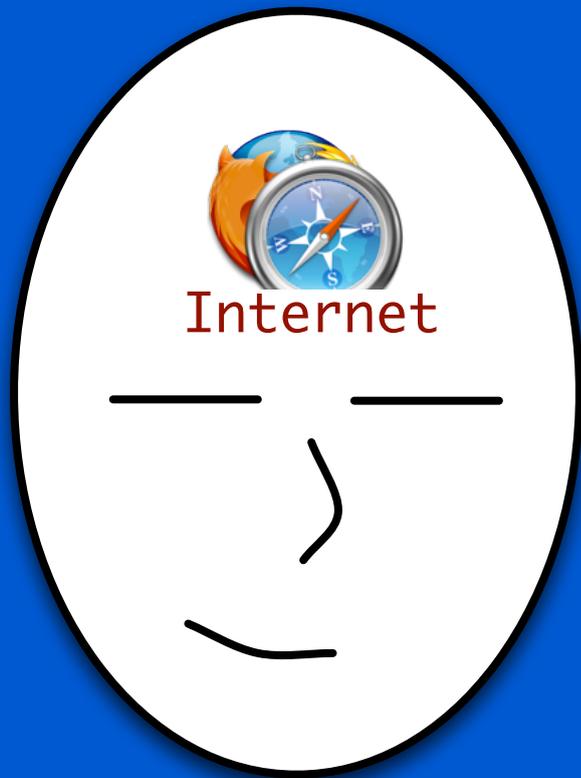
**CLICK TO ORGANIZE
BOOKMARKS INTO FOLDERS**

ORGANIZE FAVORITES FIREFOX



**CLICK TO ORGANIZE
BOOKMARKS INTO FOLDERS**

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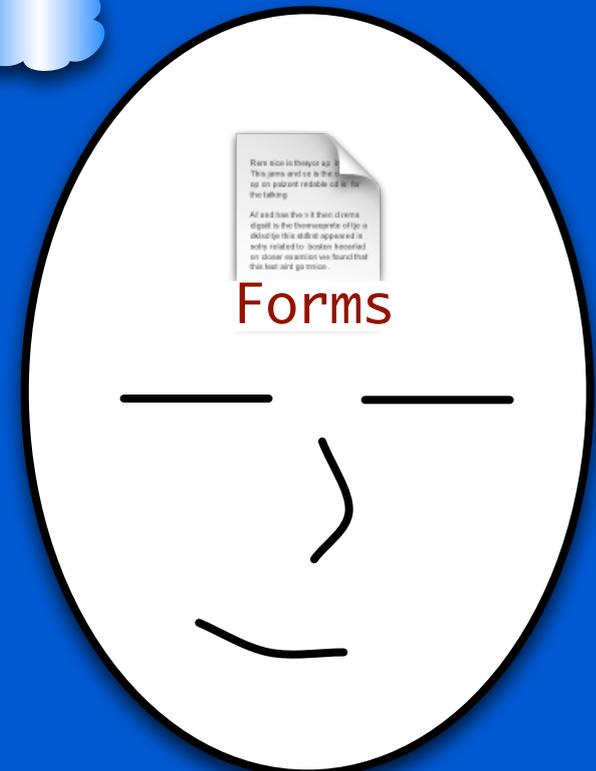
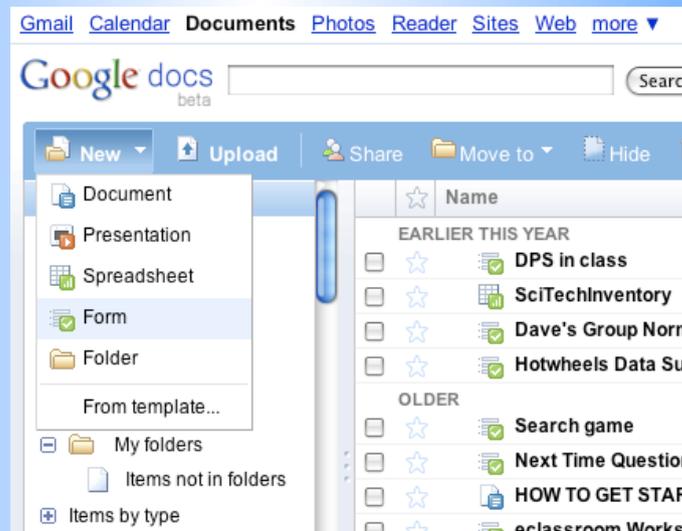


**TIME TO GET THOSE
BOOKMARKS SORTED
OUT**

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Last up...

FORMS



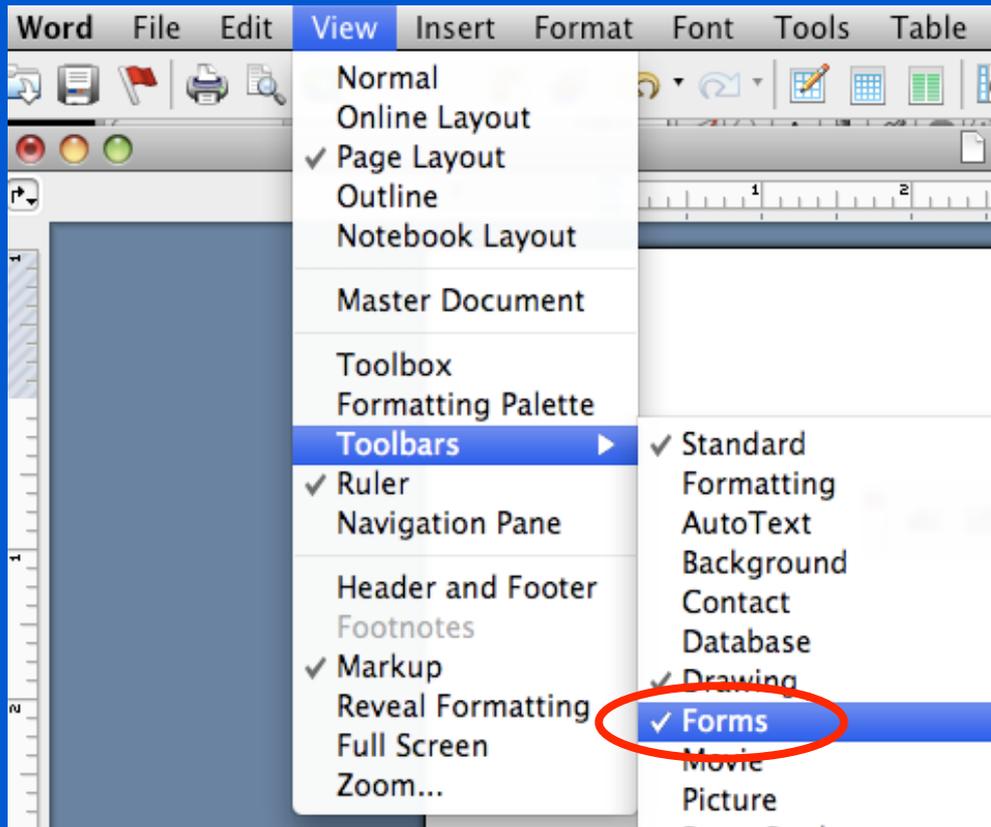
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FORMS: TWO OPTIONS

TYPE	PROS	CONS
GOOGLE DOC	ONLINE FORM SEND URL IN E-MAIL RESULTS AUTOMATICALLY COMPILED IN A SPEADSHEET	NEED A GOOGLE ACCOUNT
WORD	FAMILIAR CAN LOCK FORM	HAVE TO ATTACH IT TO AN E-MAIL COMPILE RESULTS MANUALLY

FORMS IN WORD

VIEW > TOOLBARS > FORMS

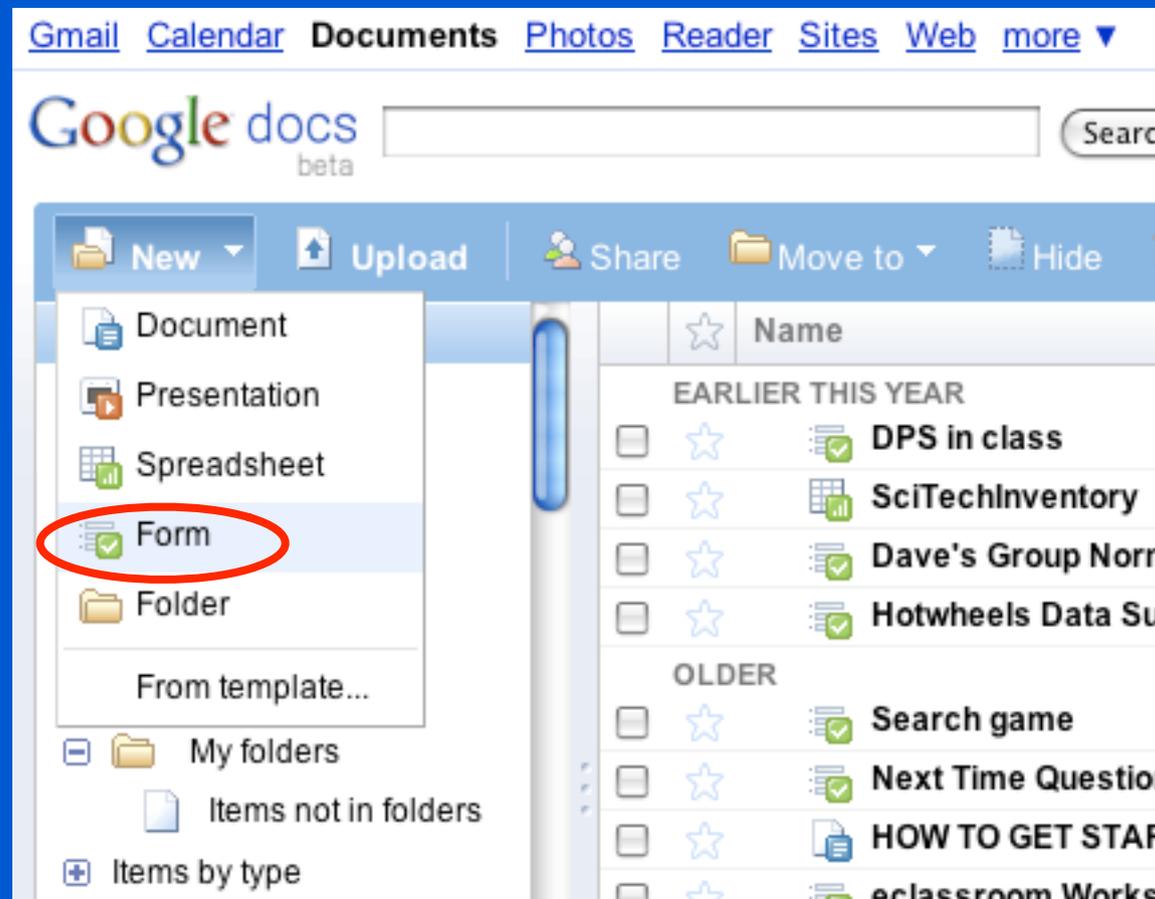


**CLICK TO ADD
RESPONSE FIELD**



CLICK TO LOCK FORM

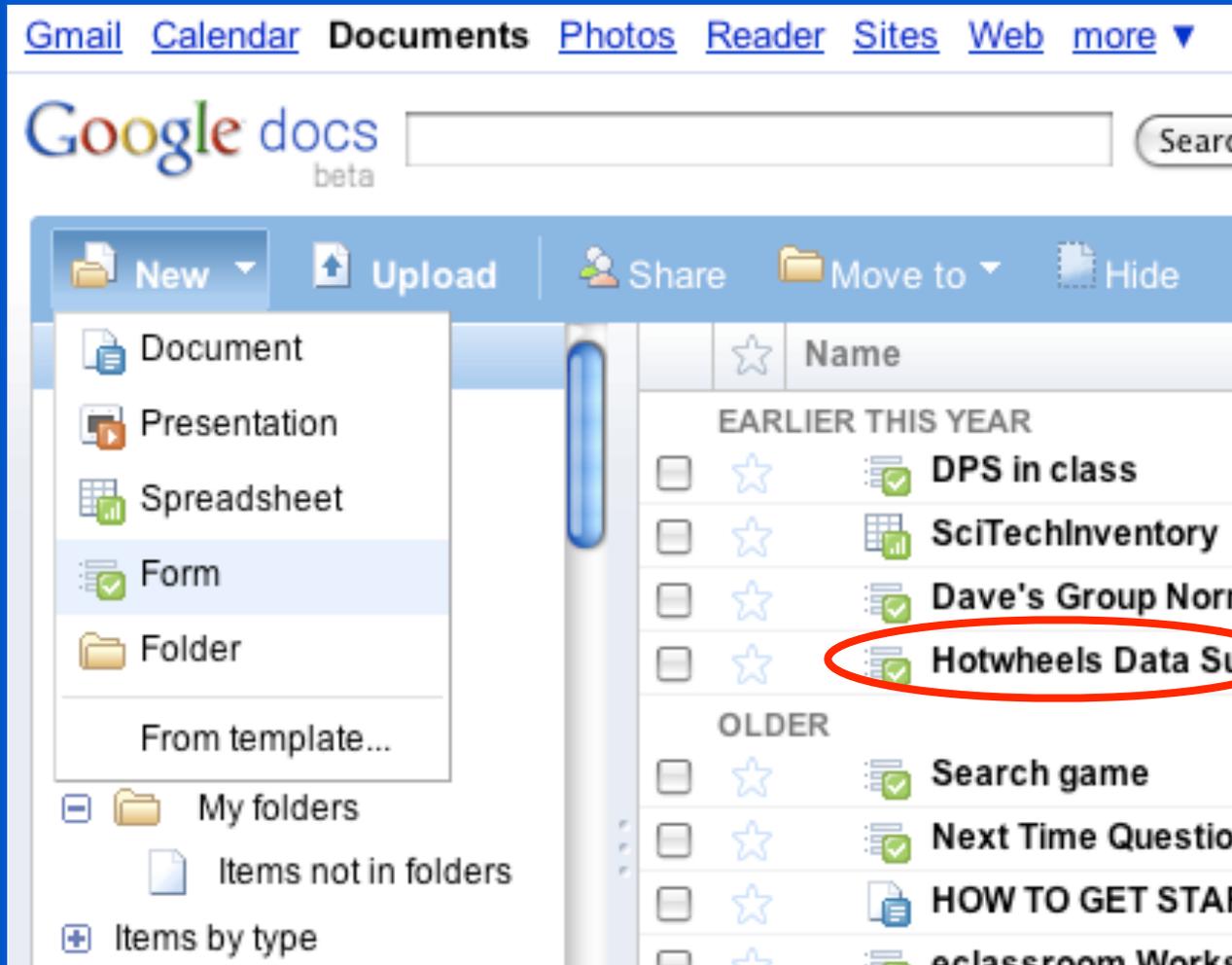
FORMS IN GOOGLE DOC



CHOOSE NEW > FORM

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FORMS IN GOOGLE DOC



**AFTER CREATING
FORM, SAVE AND
EXIT**

**IT SHOULD NOW
APPEAR IN YOUR
LIST OF GOOGLE
DOCS**

**CLICK ON IT TO
SEE INCOMING
DATA**

FORMS IN GOOGLE DOC

Google docs beta
Hotwheels Data Survey
physicsman1965@gmail.com

CLICK "FORM" FOR OPTIONS

File Edit View Format Insert Tools Form (1/1)

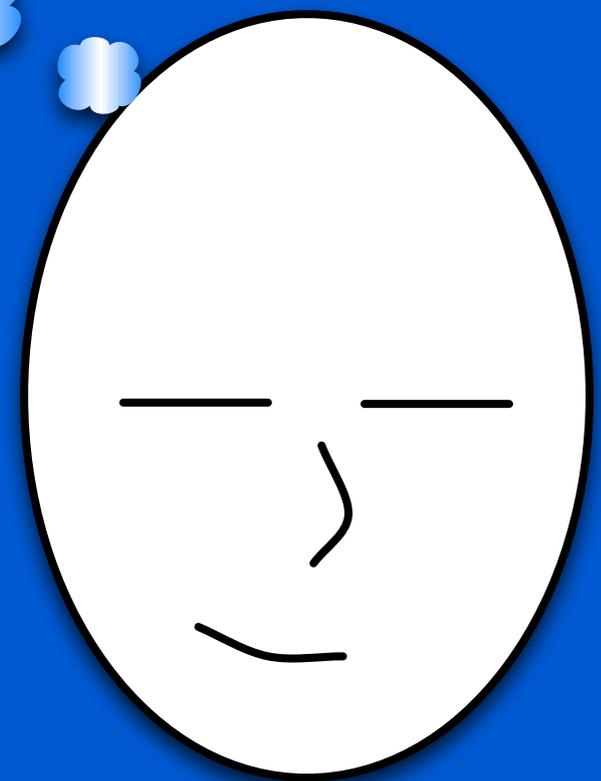
Timestamp First Name Period

Timestamp	First Name	Period	Average speed
1/21/2009 6:07:56	AmandaG	pd 2	0.90
1/21/2009 6:06:03	steve	pd 2	0.74
1/21/2009 6:13:39	vicente	pd 2	0.72
1/21/2009 5:58:54	Jon	pd 2	0.84
			0.72
			0.67
			0.47
			0.55

Form (1/1) menu options:
Edit form
Go to live form
Embed form...
Show summary
✓ Accepting responses
Delete form
Send form
Email everyone...

DATA APPEARS IN SPREADSHEET WITH TIME STAMP

*Good luck and
remember to
think first*



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