WHAT WORKS FOR YOU?

We will look at both

• Ideas – why you do it
• Practical - how to actually do it

• You Do You
GETTING ORGANIZED

• The key is to use what you have at hand

• “I want to stick with paper I am comfortable with that”
  • How much of it do you have lying around your space?
  • Can you wallpaper your office in Post-It notes?
  • How sharable is it?

• Full Digital can be an intimidating jump — or is it?
  • How often do you already use your phone?
  • If you can check your notifications you can check a reminder
HOW TO CHOOSE?

• 250 Organization Apps in the Play Store
  • More in IoS
• Drop Box, iCloud, Google Drive & OneDrive
  • Kitchen drawer method
• EverNote & OneNote
  • Journaling method
PAPER TO DIGITAL

• Trusty notebooks & Scrap paper
  • *Do you have time to type that up so you can share it?*

• Rocketbook
  • [https://getrocketbook.com/](https://getrocketbook.com/)
BASELINE APPS FOR TODAY’S CLASS

- Calendars
- To Do Lists
- Automation
YOUR NUMBER ONE WAY OF ORGANIZING

• Calendars
  • Paper
  • Digital

• Outlook
  • Sharing to other calendar apps
  • Tasks
CALENDARS

- Use the bells and whistles
  - Show As – Are you interruptible?
  - Categories – What are you doing?
  - Reminders – Start working on that thing
    - Start time
    - Progress points
    - End time
TASK APP PARTS

- Tasks
- Projects
- Reminders
- Labels
- Filters
TO DO LIST APPS

• Todoist
  • Powerful task manager app with all you want and more

• Carl Pullien’s series on YouTube
  • Back to Basics with Todoist
  • 5 videos about 1 hour 20 minutes
AUTOMATION APPS

- Workflow on iOS
- IFTTT
  - Automate tasks and integrate multiple apps together
TYING IT ALL TOGETHER

• Rocketbook
• Outlook
• Todoist
• IFTTT
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Robert Anstett

ranstett@broward.org
creationstation@broward.org
creationstationbusiness@broward.org

RobertAnstett.com