



Tech Tools and Tips for Productive Work Habits

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All the Info

<http://bit.ly/techtoolsilf2020>



Finding the Right Tools

1. Make sure you use the right technology
2. Incorporate automation tools
3. Manage passwords effectively
4. Only use technology where you need help the most
5. Use browser extensions
6. Organize your time with a calendar app
7. Take advantage of free applications
8. Use less technology altogether
9. Enhance what you already have
10. Set clear goals and keep it simple



Productivity

Task Lists



Microsoft To Do



Tick Tick



Todoist



Google Tasks



Reminders (Apple)

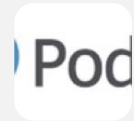
Project Managers



Wrike



ClickUp



Podio

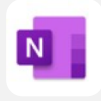


PivotalTracker



Redbooth

Take Notes



Microsoft OneNote



Evernote/Penultimate (Apple)



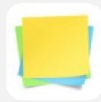
Paper by DropBox



Notability (Apple)

Others:

Zoho Notebook, NoteLedge,
Squid, HandWrite Pro



Notes (Apple) / Google Keep



Snipping / Screenshot Tools

Scanning Tools



Office Lens



Genius Scan



CamScanner



Notes / Files (Apple)



Google Drive

Communicating Virtually



How to Avoid Digital Miscommunication

1. Add emojis (but proceed with caution)
2. Realize typos send a message
3. Emotionally proofread your messages
4. Punctuation marks matter even more for one-word or very short sentences
5. Use richer communication channels when you're first getting to know each other
6. Default to video in general, when you can
7. Clearly communicate your level of urgency
8. Don't panic
9. Avoid email when you need a "yes"
10. Don't send email or other messages during off hours if it's not urgent

Fosslien, Liz & Duffy Mollie West. "10 Digital Miscommunications – and How to Avoid Them." *Harvard Business Review*, March 2020.

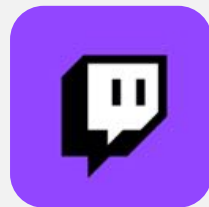
Engagement Platforms



Slack



Discord



Twitch

Virtual Meetings



Zoom



Google Meet / Hangouts



Microsoft Teams



FreeConferenceCall



RingCentral



BigBlueButton



WebEx



Hubs (Mozilla Firefox)

Online Meeting Etiquette

- Test all technology (camera/video, audio, WiFi) before the meeting
- Introduce everyone during the meeting, and give everyone a chance to contribute
- Pay attention while others are presenting
- Don't interrupt other people when they're speaking, or try to speak over them
- Turn your camera on, if appropriate for the meeting
- Read the agenda and come prepared
- Don't work on other tasks during the virtual meeting
- Turn off all notifications and make sure your cell phone is silent
- Be in a quiet area free from distractions

Successful Virtual Events

1. Create a game plan
2. Choose the right time
3. Promote the event
4. Prepare for tech troubles
5. Make it inclusive
6. Encourage engagement

Sehl, Katie. "How to Host a Successful Virtual Event: Tips and Best Practices."
Hootsuite blog, March 2020.

Interactive Engagement Tools



Wakelet



Padlet



FlipGrid



Jamboard (Google)



Word Cloud Generators



GoodReads



Bitmoji



Tech Troubleshooting



How-To-Geek



iFixit.com



Mobile Reads Forums



Google Advanced Search



YouTube



Well-Being



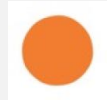
Sleep Pillow (Apple)



WhiteNoise



Calm



Headspace



WeCroak



Track your phone usage

Thank you!

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