

RES 104: Getting Organized

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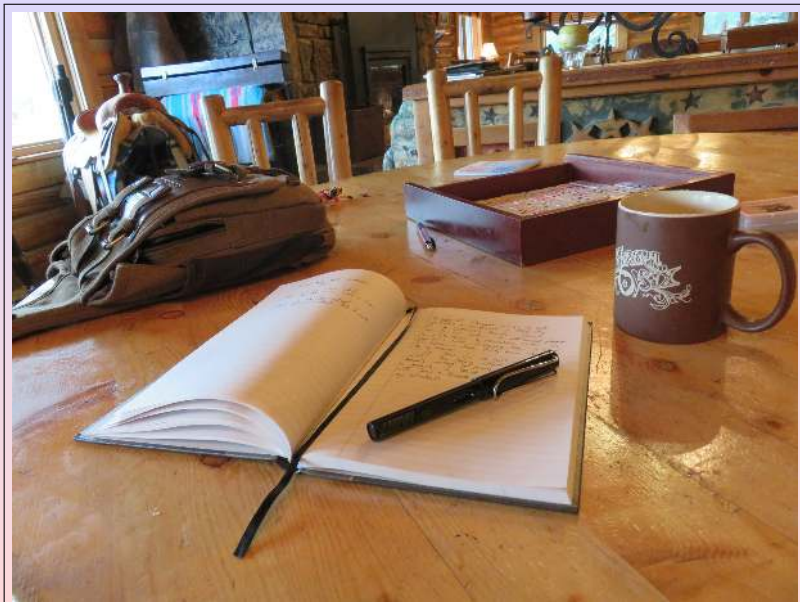
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Why bother with organization?

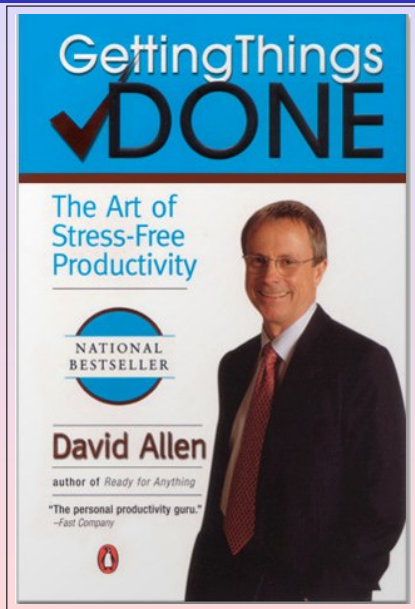


What are your best tips?



Know your tools (or be a tool)

- GTD by David Allen
- put everything to do in a single place
- for dated to-dos, put them on a calendar
- automate recurring actions, if possible
- Collect in Evernote or Onenote or Simplenote or a Word document
- a filing system (and a backup)



Establish Good Habits

- They free your mind.
- They free your time.
- They lead to success.

