The ABC’s of Organization

Becoming More Productive Workshop
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Building Blocks

Amino acids are the building blocks of proteins!

Amino acids are the building blocks of proteins!

... but what about the building blocks of organization?
Are you files backed up?
Are your files backed up?

At a minimum, always back up your work in at least 3 different places!

1.) External hard drive (+ flash drive, etc.)
2.) Cornell Box
3.) DropBox
Are your files backed up?

External hard drive: ask your advisor! – they may cover the cost for you!

Western Digital

Price: $169.00 & FREE Shipping. Details
Get $50 off instantly: Pay $119.00 upon approval for the Amazon Rewards Visa Card.

✔ prime Try Fast, Free Shipping

Only 19 left in stock - order soon.
Want it Saturday, March 24? Choose Two-Day Shipping at checkout. Details
Sold by TechWoods and Fulfilled by Amazon. Gift-wrap available.

Style: Drive Only
Capacity: 2TB

https://www.amazon.com/Black-Passport-Ultra-Portable-External/dp/B00W8XXYSM
Are your files backed up?

Example of my external hard drive:

Tip: personalize yours to easily tell it apart from others! (Sharpie, stickers, etc!)
Are your files backed up?

Example of my external hard drive files:
Are your files backed up?

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Are your files backed up?

Example of my external hard drive files:
Are your files backed up?

Example of my external hard drive files:
Are your files backed up?

**Cornell Box:** unlimited storage, and free to everyone!
Are your files backed up?

Example of my Cornell Box:

<table>
<thead>
<tr>
<th>Name</th>
<th>Updated</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>CusRS</td>
<td>Jan 10, 2018</td>
<td>23 Files</td>
</tr>
<tr>
<td>Biomechanics</td>
<td>Oct 30, 2017</td>
<td>600 Files</td>
</tr>
<tr>
<td>Research Presentations</td>
<td>Oct 29, 2017</td>
<td>8 Files</td>
</tr>
<tr>
<td>PNAS paper</td>
<td>Oct 29, 2017</td>
<td>31 Files</td>
</tr>
<tr>
<td>Chen Lab holiday party 2016</td>
<td>Mar 4, 2017</td>
<td>24 Files</td>
</tr>
<tr>
<td>Research Update 2-19-18.pptx</td>
<td>Feb 21, 2018</td>
<td>36.6 MB</td>
</tr>
<tr>
<td>Research Update 10-30-17.pptx</td>
<td>Nov 1, 2017</td>
<td>48 MB</td>
</tr>
</tbody>
</table>
Are your files backed up?

DropBox: limited storage for free; unlimited storage for a fee

<table>
<thead>
<tr>
<th>Dropbox core features</th>
<th>For individuals</th>
<th>For teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage</td>
<td>1 TB (1024 GB)</td>
<td>2 TB (2048 GB)</td>
</tr>
<tr>
<td>Best-in-class sync technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Easy and secure sharing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Anytime, anywhere access</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>256-bit AES and SSL/TLS encryption</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Advanced data protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Version history and file recovery</td>
<td>30 days</td>
<td>120 days</td>
</tr>
</tbody>
</table>
☑ Are you files backed up?

✓ Are you files backed up?

Binders, binders, binders, binders!
Binders, binders, binders!

(not binders full of women)

https://www.youtube.com/watch?v=zTUpVsVCq_I
Binders, binders, binders!

THESEx binders!

Tips:
• Label on the sides and front of each binder
• Organize each research project (results, literature, etc.) into its own separate binder
• Useful for organizing your classwork as well!
• If you don’t want to punch holes in your papers, folders = a great substitute!
• Color coding my help facilitate the process.
Binders, binders, binders!

Examples of some of my binders (+ folders)

Tip: Use labels to further organize!
Binders, binders, binders!

More examples of labeling (homemade labels work just fine!)
numerusform Are you files backed up?

 множественное число Binders, binders, binders, binders!
The ABC’s of Organization

✓ Are you files backed up?
✓ Binders, binders, binders!

Calendars

Calendars

Online or handwritten!

Tips:
- Take advantage of Cornell’s free Google calendar (via email!)
- Use colors to organize topics (lab/class schedule, HW deadlines, exam days, meetings, personal, etc.)!

https://www.lifewire.com/how-to-get-an-event-countdown-timer-in-google-calendar-1172171
https://apprecs.com/ios/573483401/palu-shared-handwriting-calendar
The ABC’s of Organization

✓ **A**re you files backed up?
✓ **B**inders, binders, binders!
✓ **C**alendars

The ABC’s of Organization

✓ Are you files backed up?
✓ Binders, binders, binders!
✓ Calendars

To-Do Lists

To-Do Lists

Again, online or handwritten!

Tips:
• Take advantage of Cornell’s free to-do list feature (Tasks - again, via Gmail!)

https://zapier.com/blog/google-tasks-guide/
Todoist

Tips:
• Take advantage of Cornell’s free to-do list feature (Tasks - again, via Gmail!)
• Many tech alternatives, such as Todoist, have free apps you can download in addition to their webpage format!

✓ Are you files backed up?
✓ Binders, binders, binders!
✓ Calendars
✓ To-Do Lists
Are you files backed up?
Binders, binders, binders!
Calendars
To- Do Lists
Email
Email

In addition to calendars and task functions...

... also take advantage of the Drafts feature!
Drafts feature – a great way to prepare emails way ahead of time, whenever thoughts pop into your head!

Tip:
Don’t fill out the address line until right before you send your email! That way, you won’t accidentally send it out before it’s ready.
Are you files backed up?
Binders, binders, binders!
Calendars
To- Do Lists
Email

Other general tips:

- Experiment, and find which methods work best for you!

- Determine if you like handwritten methods, online methods, or a balance of both!

- Don’t get discouraged! The organizational process can be quite daunting, but just take slow steps, and you will reach your goal before you know it!

http://sweetclipart.com/science-flask-green-chemical-1342
Thank you!
Any questions?

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