MANAGING OUR OWN INFORMATION

For Busy Library Folks

SLRLN Tech Expo
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Objectives

We are NOT going to cover:

Personal Information Managers or Management Tools, Apps, or software.

Image from: https://www.slashfilm.com/715125/the-one-thing-levar-burton-would-change-about-his-star-trek-character/

Objectives

We ARE going to cover:

Low tech Best* Practices:
- Be efficient
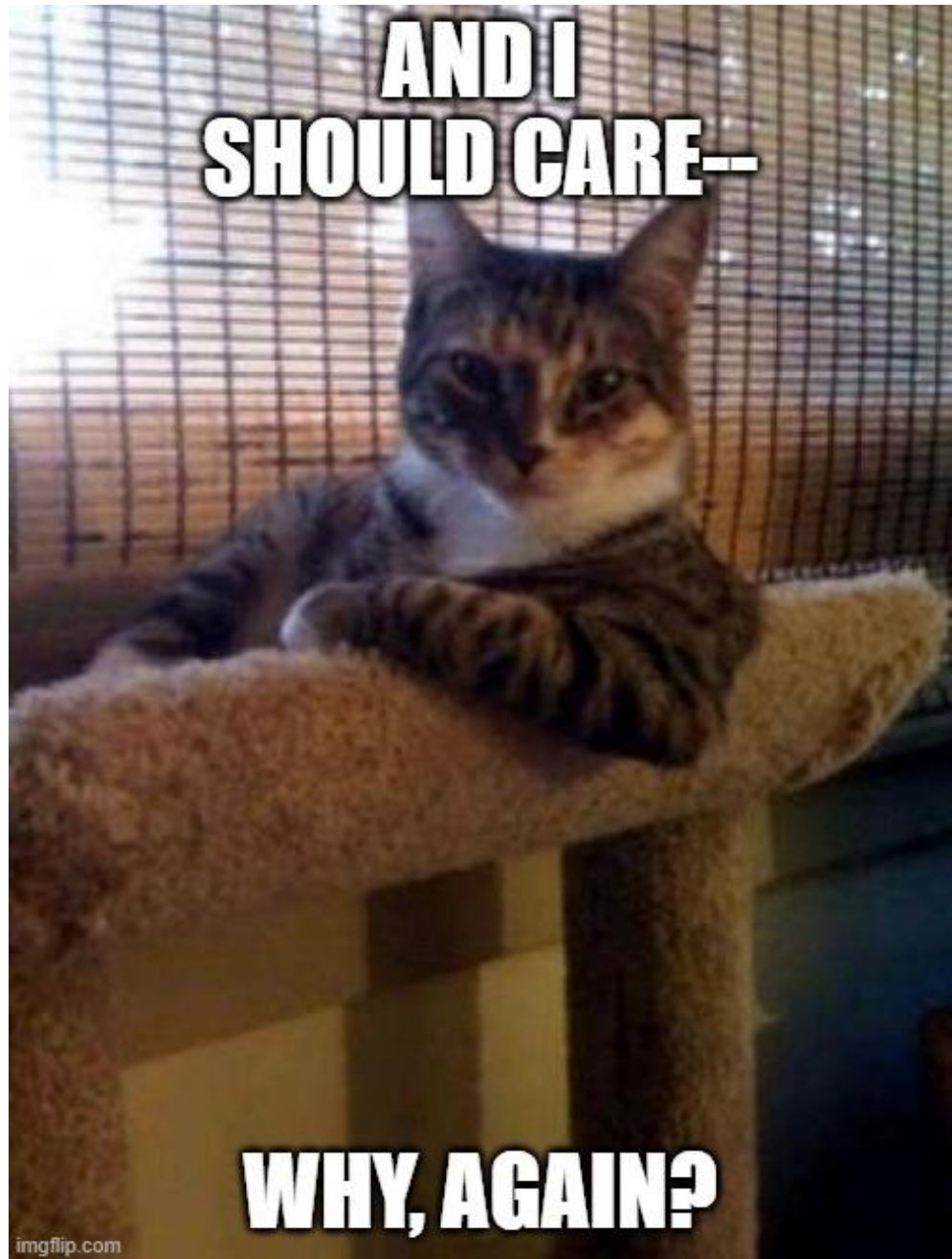- Be productive
- Be stress free (reduced?)

*Good—or Better?

Image from: https://www.handitv.com/allstartrek/stories/levar-burton-is-ready-to-beam-down-to-jeopardy-as-it-s-next-host

Inspiration

- Spring cleaning (particularly after pandemic laziness!)

- Alone in my woe?

- Revisit some best practices for myself.

- Librarian—organize yourself!

Meme generated @ imgflip.com

THE GOBBLING GLUTTONS

ONCE UPON A TIME, WALDO
EMBARKED UPON A FANTASTIC
JOURNEY. FIRST, AMONG A
THRONG OF GOBBLING GLUTTONS,
HE MET WIZARD WHITEBEARD, WHO
COMMANDED HIM TO FIND A SCROLL AND
THEN TO FIND ANOTHER AT EVERY STAGE OF
HIS JOURNEY. FOR WHEN HE HAD FOUND
12 SCROLLS, HE WOULD UNDERSTAND THE
TRUTH ABOUT HIMSELF.

IN EVERY PICTURE FIND WALDO, WOOF (BUT
ALL YOU CAN SEE IS HIS TAIL), WENDA, WIZARD
WHITEBEARD, ODLAW, AND THE SCROLL. THEN
FIND WALDO'S KEY, WOOF'S BONE (IN THIS SCENE
IT'S THE BONE THAT'S NEAREST TO HIS TAIL),
WENDA'S CAMERA, AND ODLAW'S BINOCULARS.

THERE ARE ALSO 25 WALDO-WATCHERS, EACH OF
WHOM APPEARS ONLY ONCE SOMEWHERE IN
THE FOLLOWING 12 PICTURES. AND ONE MORE
THING! CAN YOU FIND ANOTHER CHARACTER,
NOT SHOWN BELOW, WHO APPEARS ONCE IN
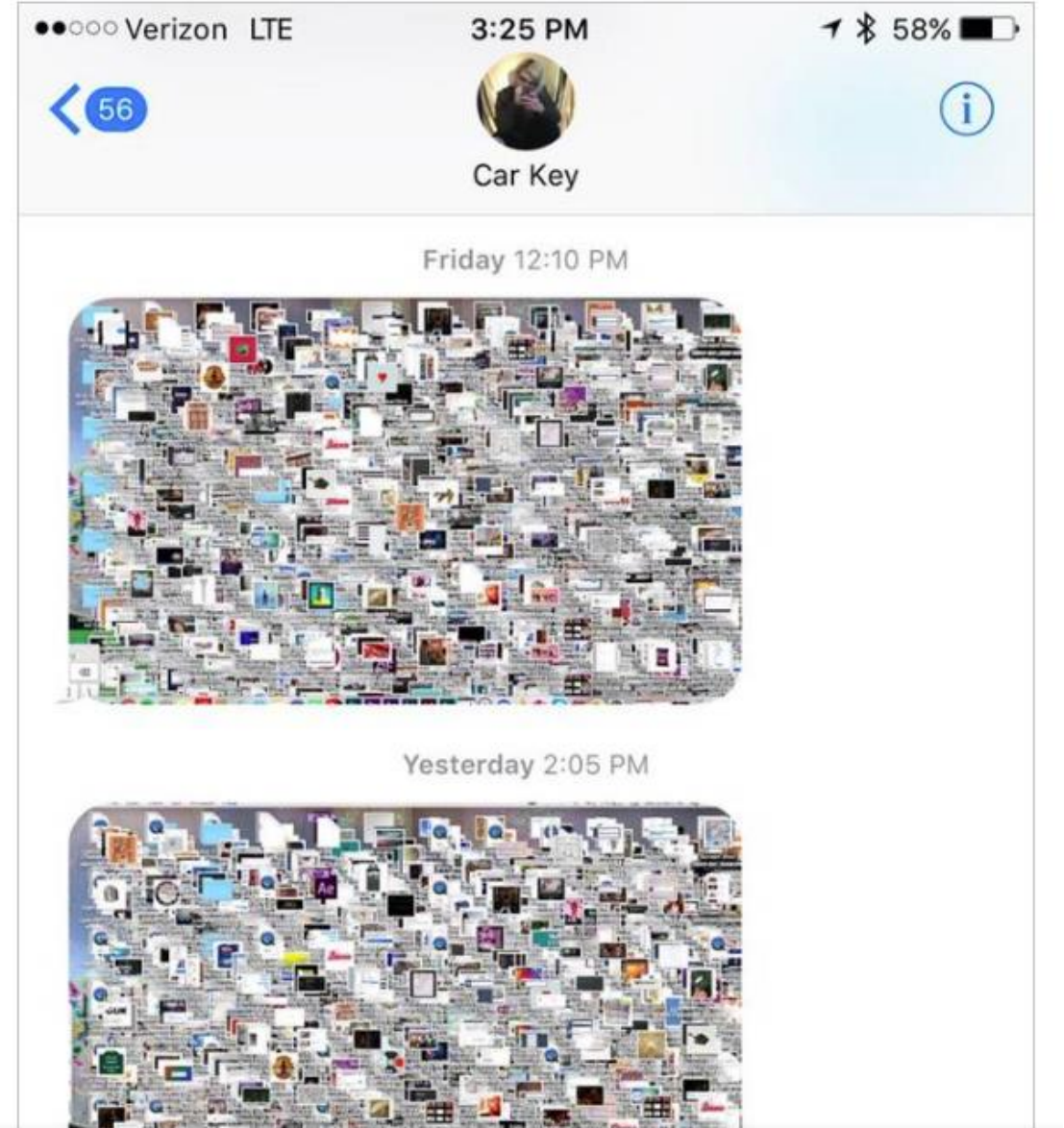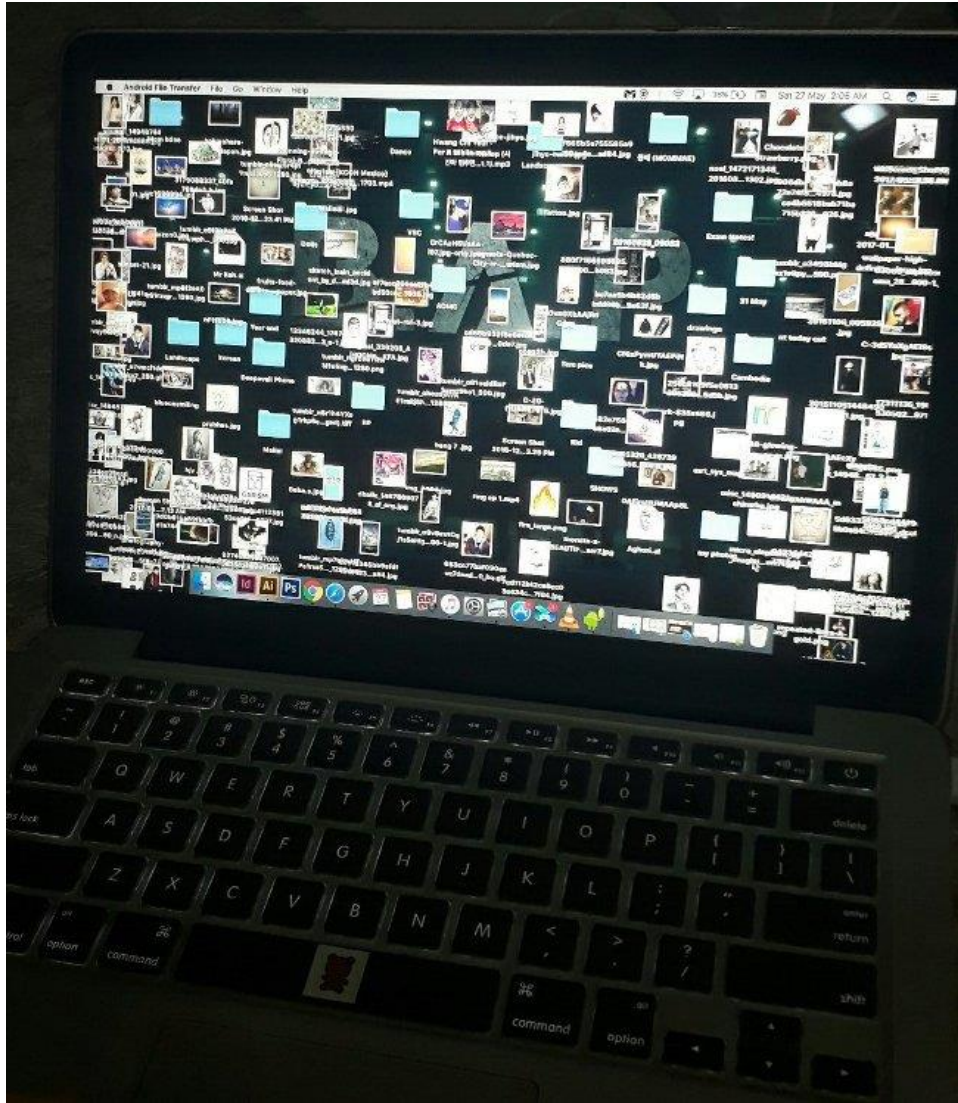EVERY PICTURE EXCEPT THE LAST?

The Cluttered Desktop Personality

Image from https://www.makeuseof.com/desktop-cluttered-what-that-says-about-personality/

Carley's computer screen is indeed a ' *mess* ':

Best Practices (Good-Better?)

Work in Progress!

Save Only What You Need

Save Smart

Structure

Weed and Tidy Up

Backup

Save Only What You Need

- Get out of the habit of default saving:
  - Skimming through emails without deleting
  - not actively NOT saving, especially when using "auto saving" applications.
- Delete email after reading.
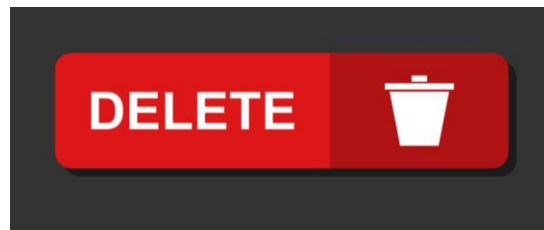- Unnecessary items makes it harder to find the schtuff that you need!

Image from https://typecast.ai/learn/how-to-delete-a-tiktok-video/

Save Smart

- Take the time to save to a logical place. If you save to the wrong place, move it, don't just resave in another place.
- Save with a real name (not Word Document 16)

Image from https://nymag.com/intelligencer/2017/02/roll-safe-the-guy-tapping-head-meme-explained.html

Name Files Wisely

DO USE

- Project Name/Nu... content, version n...
- Version numbers— enough digits are...
- ISO (International... Standardization) &... dates: YYYMMDD...
- Hierarchical folde... to navigate), too f... a folder), just righ...
- Spelled out name... raw data, etc.

...USE

- ...ric names that might be used for ...ple files
- ...ed out versions—final, draft, ...on2, etc.
- ...ed out dates
- ...al characters !@#$%^&*(...es
- ...saves (Document 16)

Make sense and be consistent!

Structure

- Begin with accessible top level folder including:
  - ~~By Project~~
  - ~~By Date~~
  - What makes sense to you!
- Within the top level folder, files can be organized within tiered folders.

- Be:
  - Clear
  - Logical
  - Systematic
- Make it easy to:
  - Use
  - Maintain
  - Understand

Weed and Tidy Up

- Present and Future are looking good—what about the past?
- We can't expect instant fixes
  - Give ourselves grace
  - Develop a tidying routine

IF I CLOSE MY EYES
WILL THE MESS DISAPPEAR?

Backup

- LOCKSS
  - Lots of Copies Keeps Stuff Safe
  - True—but, you are probably are safe with two (unless you are doing cutting edge research!)
  - Lots of copies means lots of updating and many opportunities to miss something.
- Having an organized structure makes creating and/or updating a backup easy.

Leverage Librarian Levar is proud of you!

Go forth and walk the walk!

Image from: https://www.xplosionofawesome.com/2021/10/leverage-redemption-bucket-job.html

Thank you!
Questions?

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