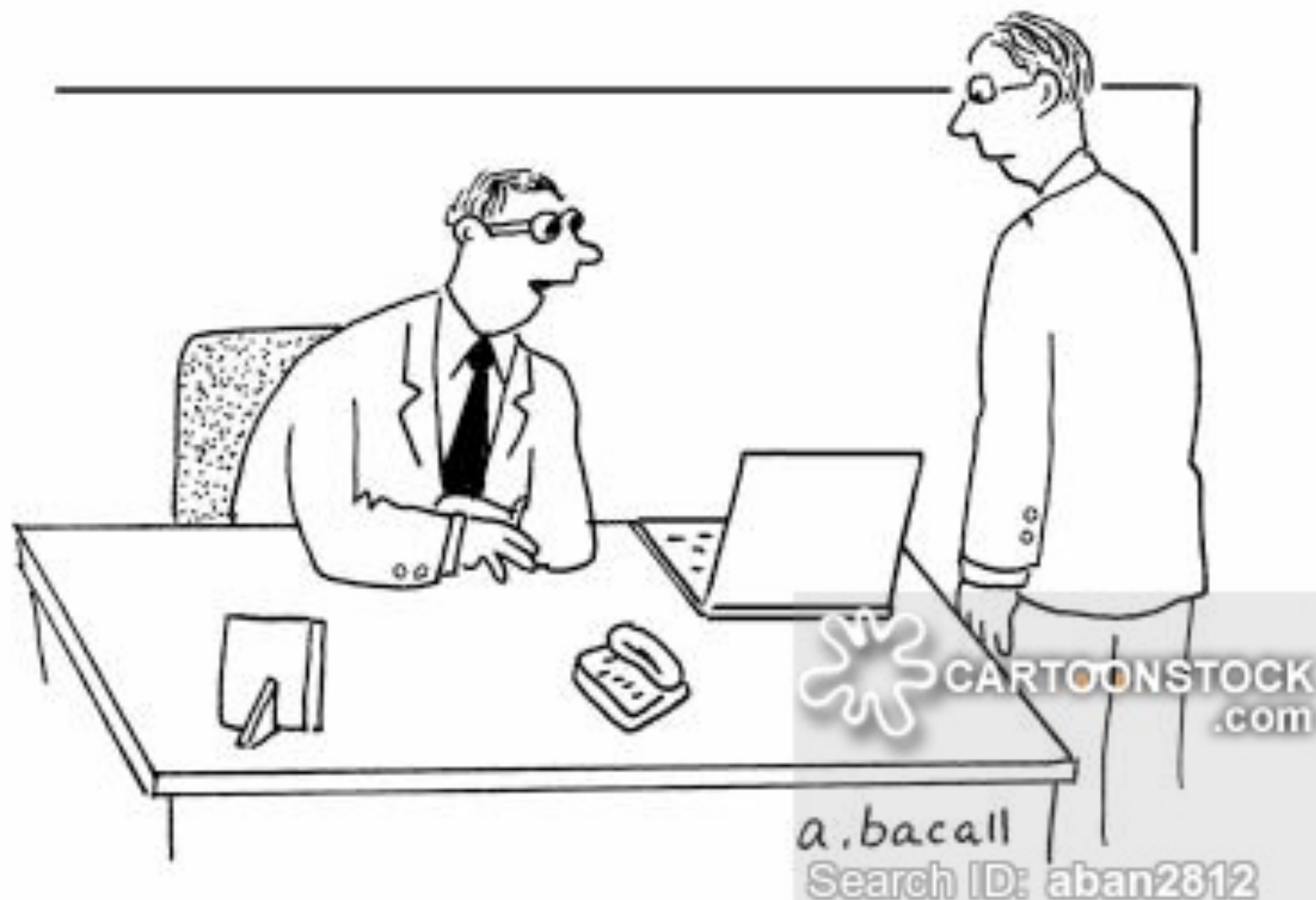
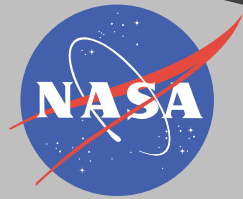


UNAVCO

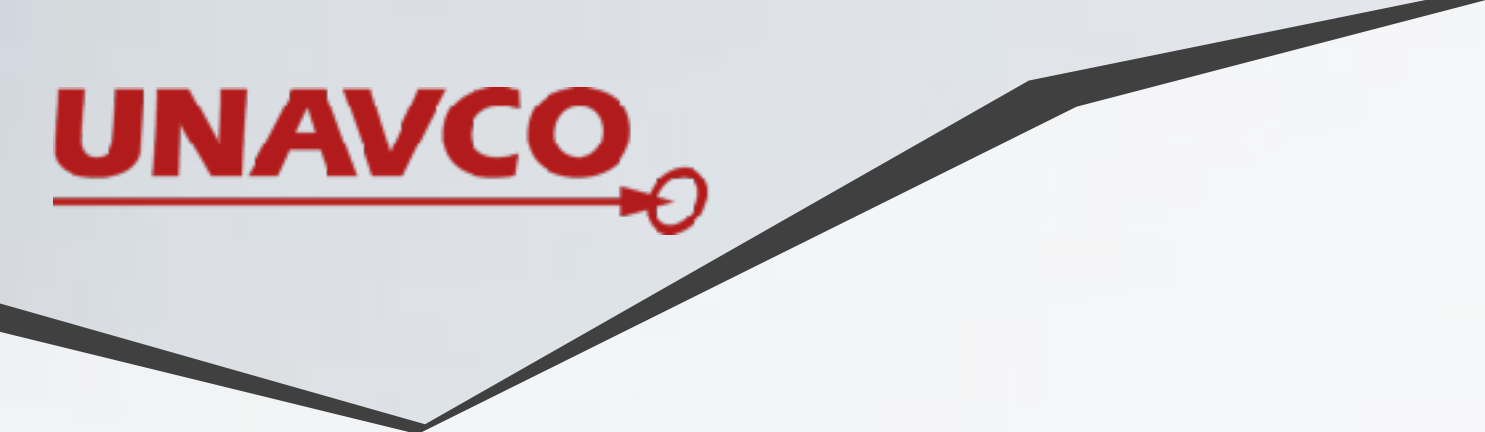
DIGITAL ORGANIZATION



Geo-Launchpad

Skills Seminar

July 24, 2015

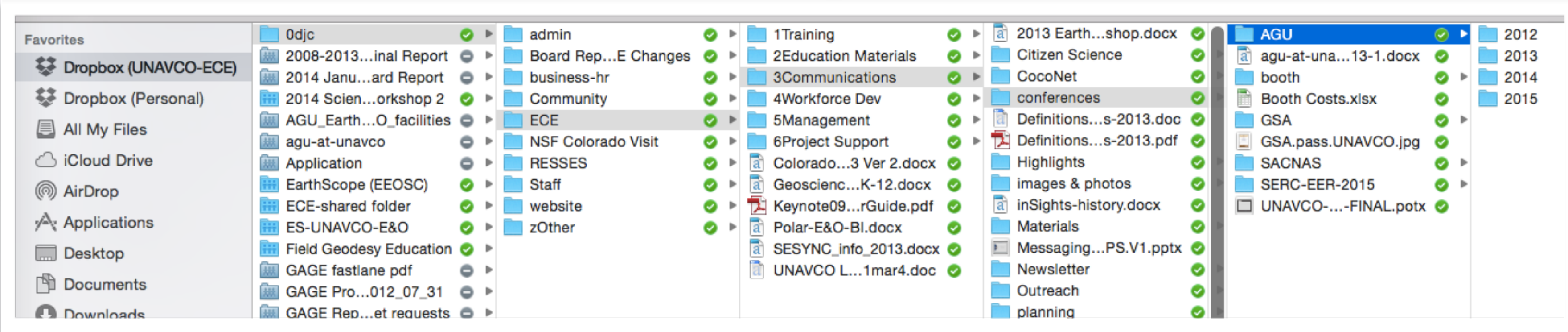
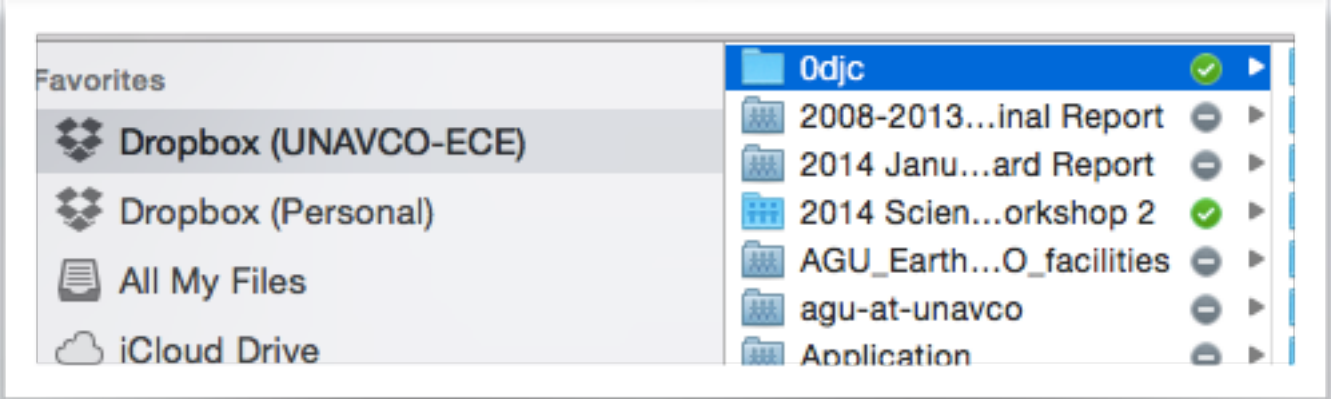


TOPICS TO REVIEW

- File Management
- Email Management
- Tools
- File Sharing & Organization
- Password Management
- Calendars

FILE MANAGEMENT

- Choose Root Folder Carefully
- Use Sub-Folders
- Name Files & Folders Intelligently
- Avoid Long Filenames
- Names sort Alpha-Numerically
- Remember Cross-Platform Limitations
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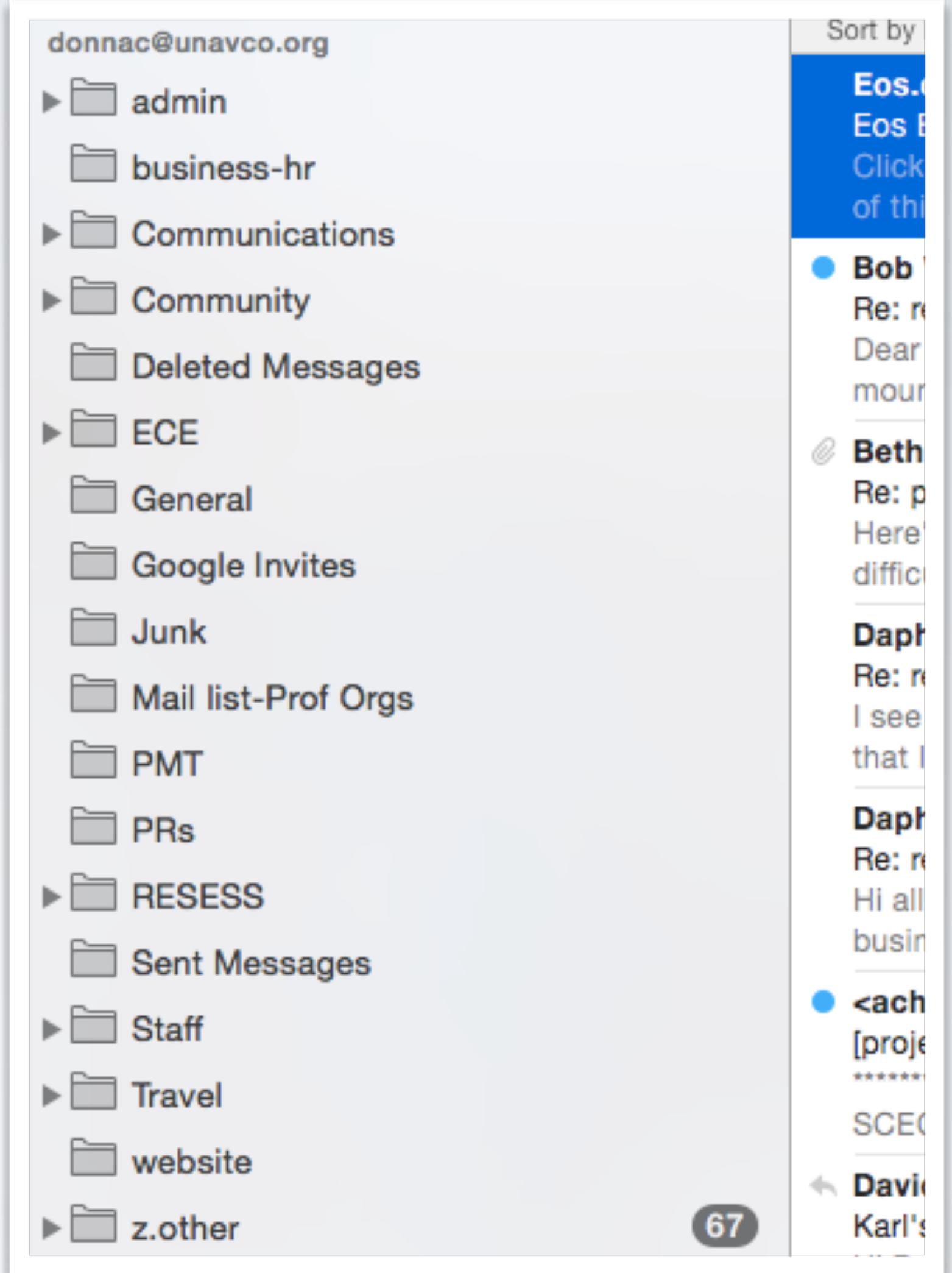
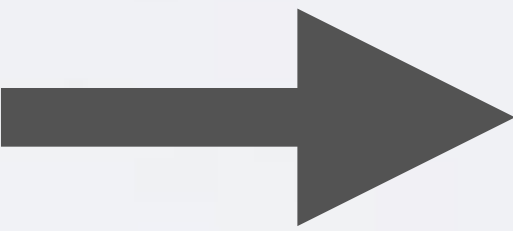
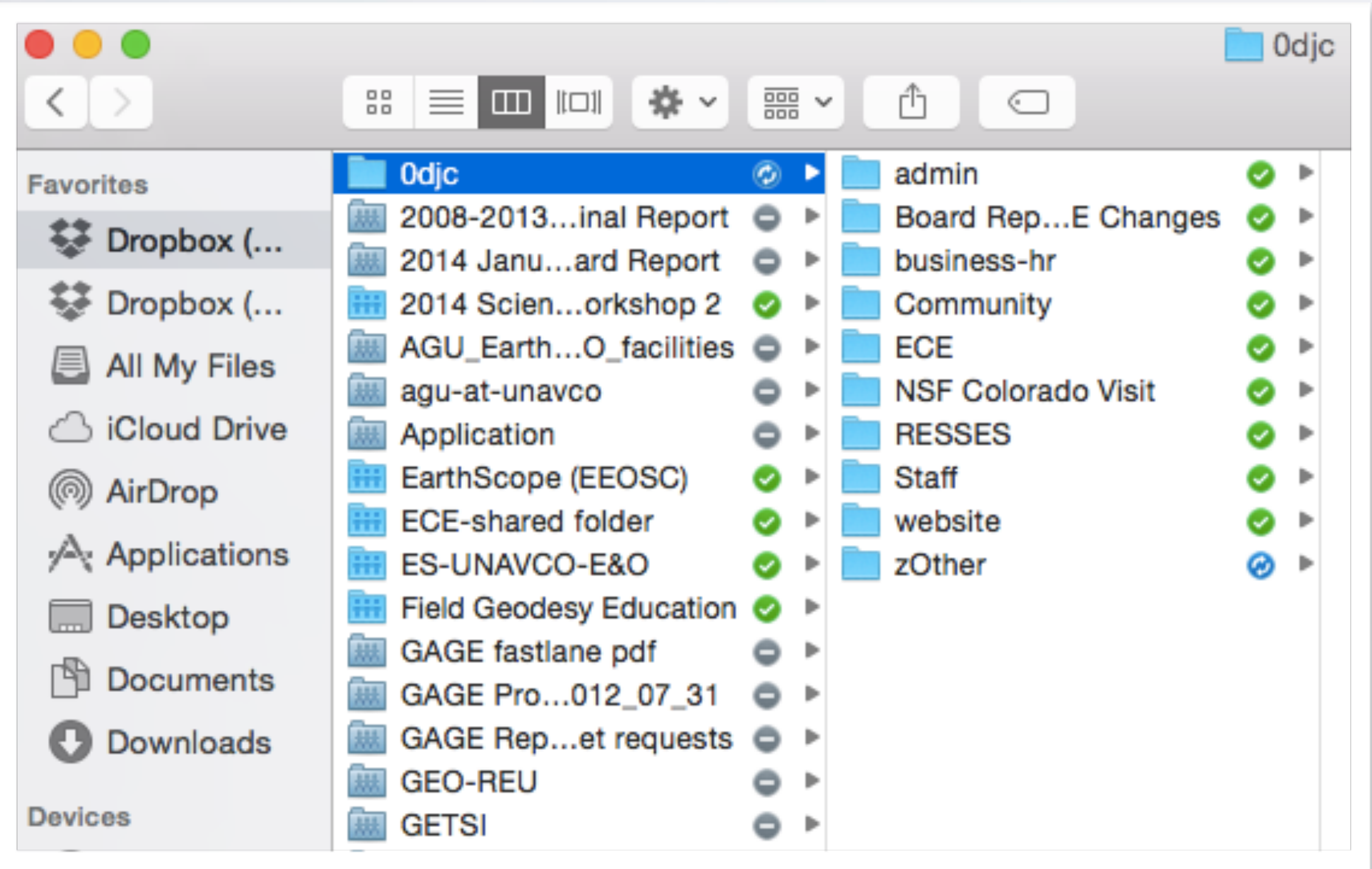


	A	B	C
1	20111023		10/23
2	20121220		12/20
3	19980815		08/15
4	20150516		05/16
5	20130921		09/21
6	20150428		04/28
7	20100519		05/19



EMAIL MANAGEMENT

- Mirror computer file structure

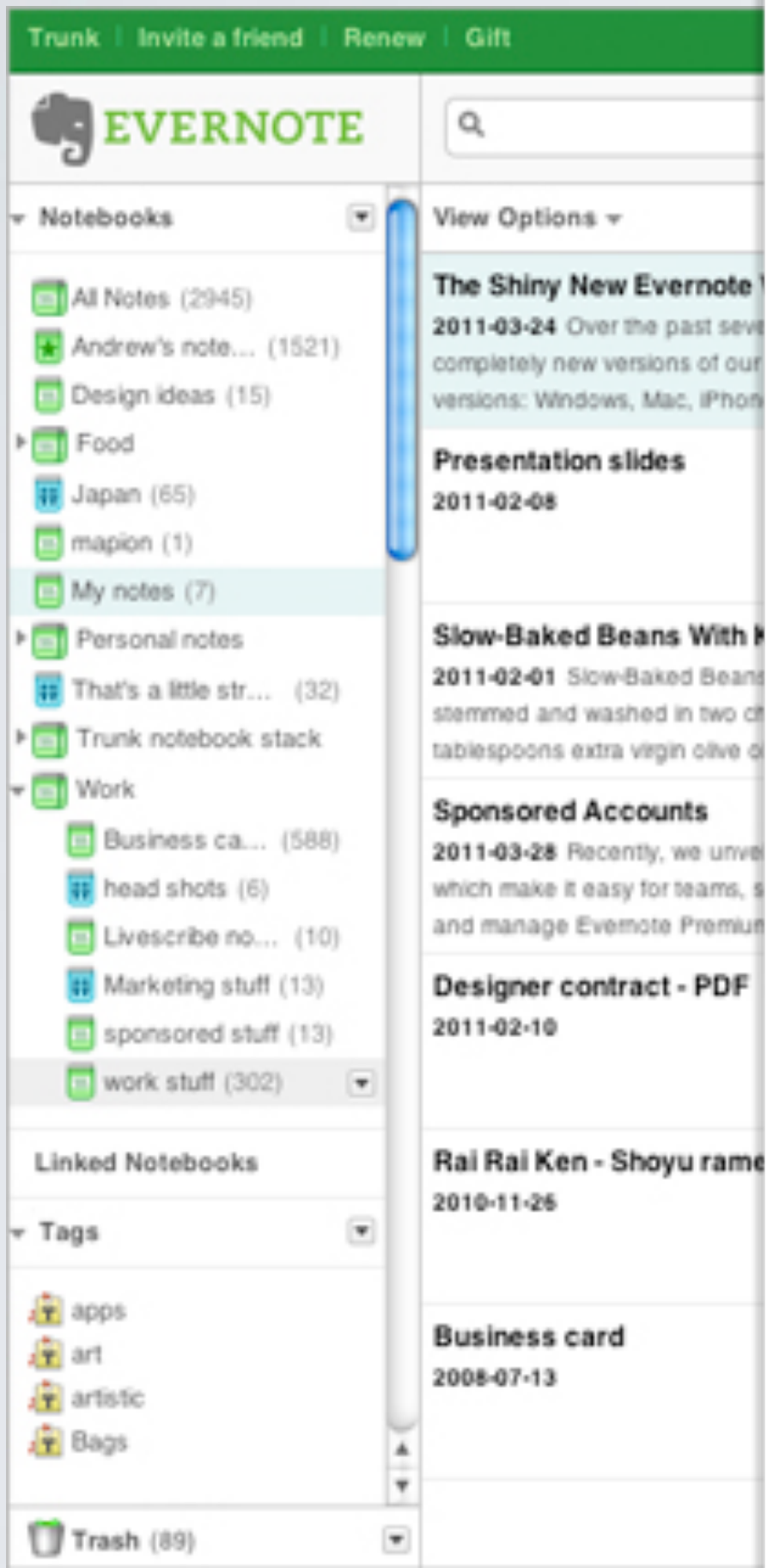


- Keep separate personal & “business” email accounts

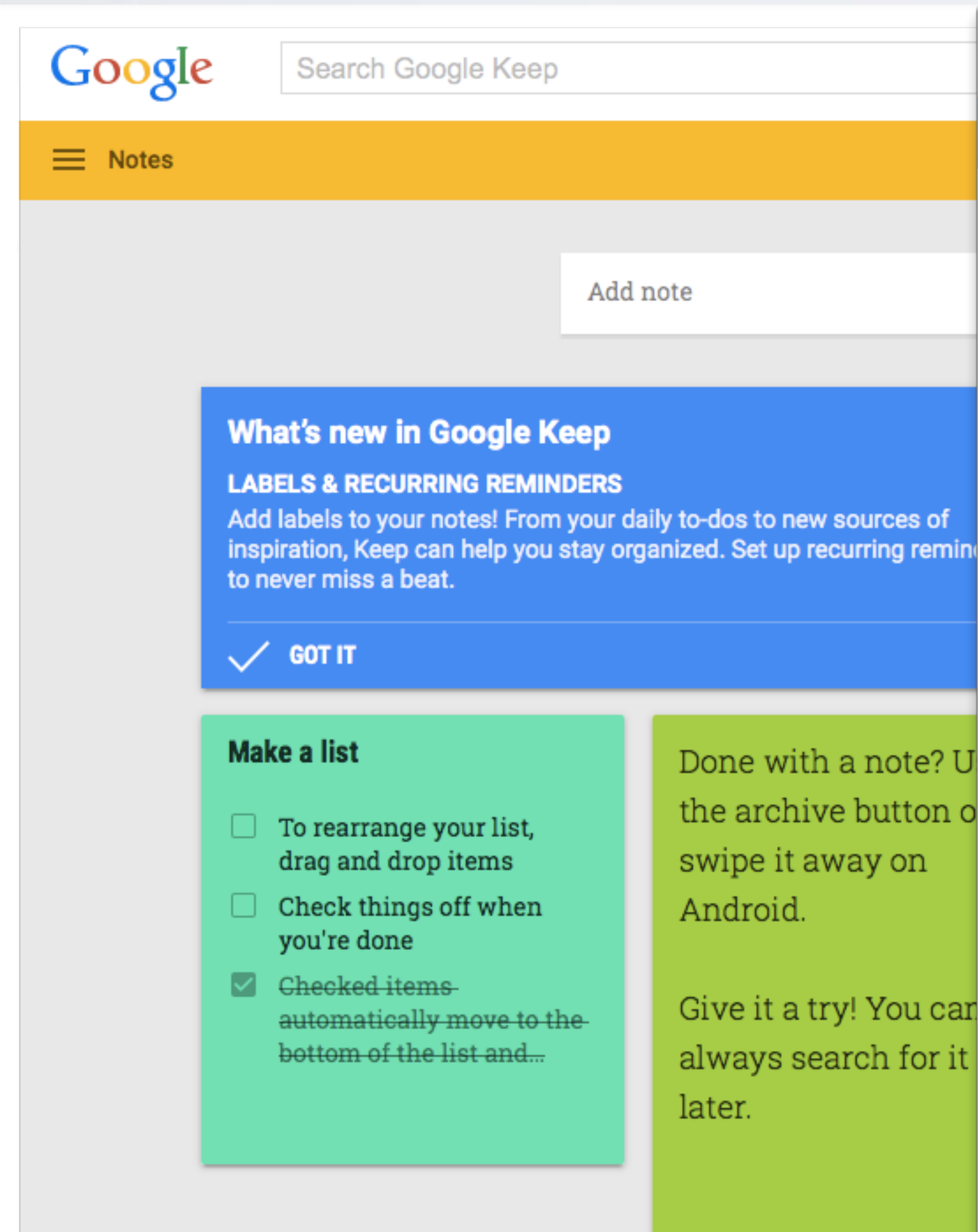
UNAVCO

ORGANIZATIONAL TOOLS

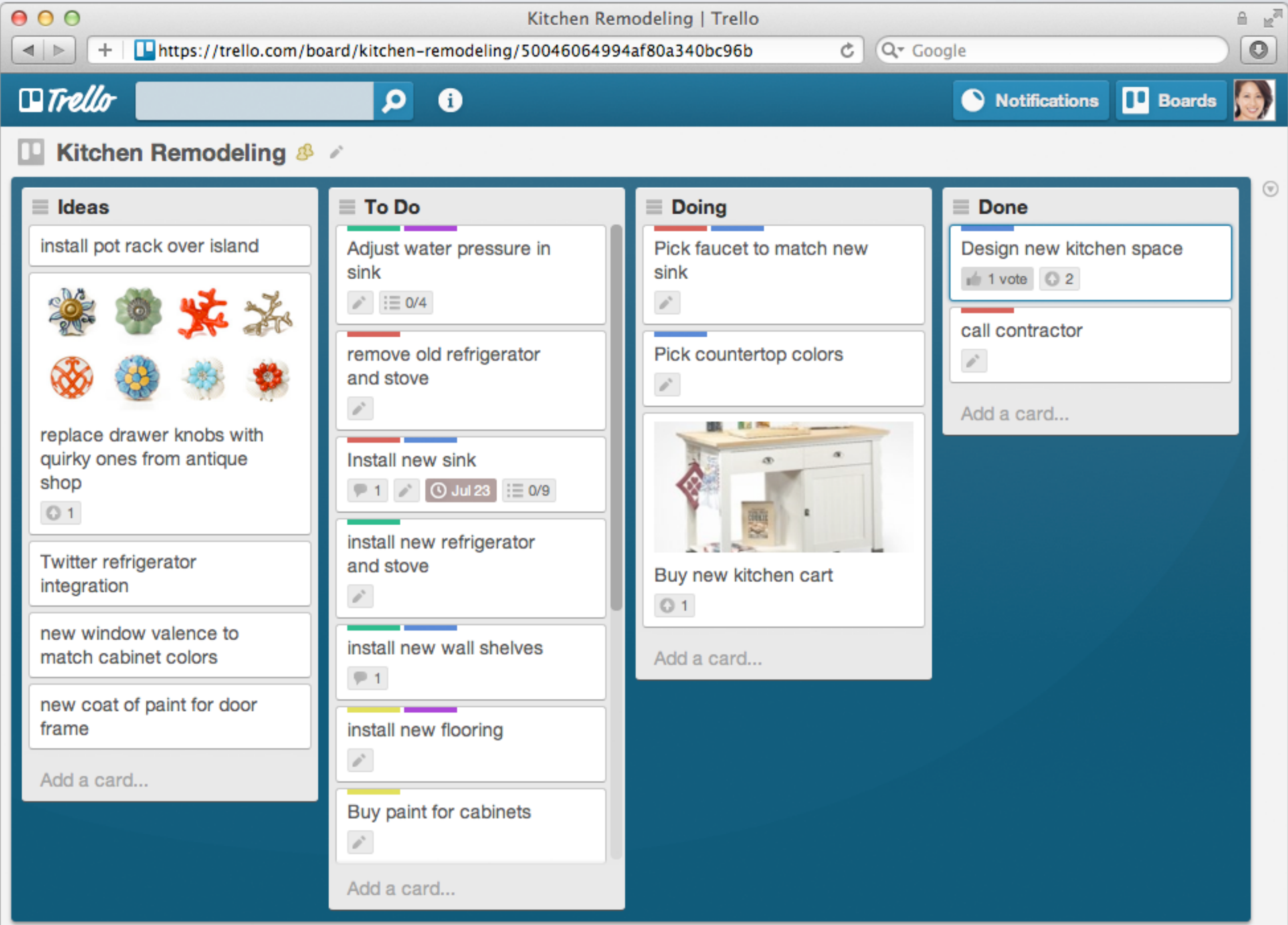
EverNote



Google Keep

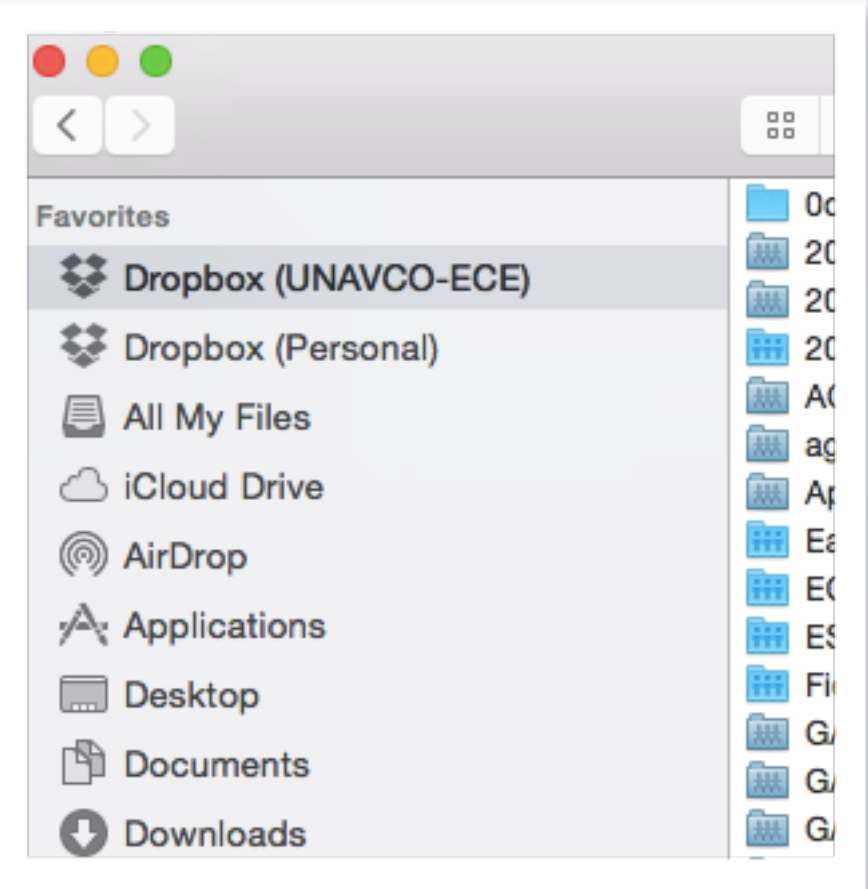


Trello



FILE SHARING & ORGANIZATION

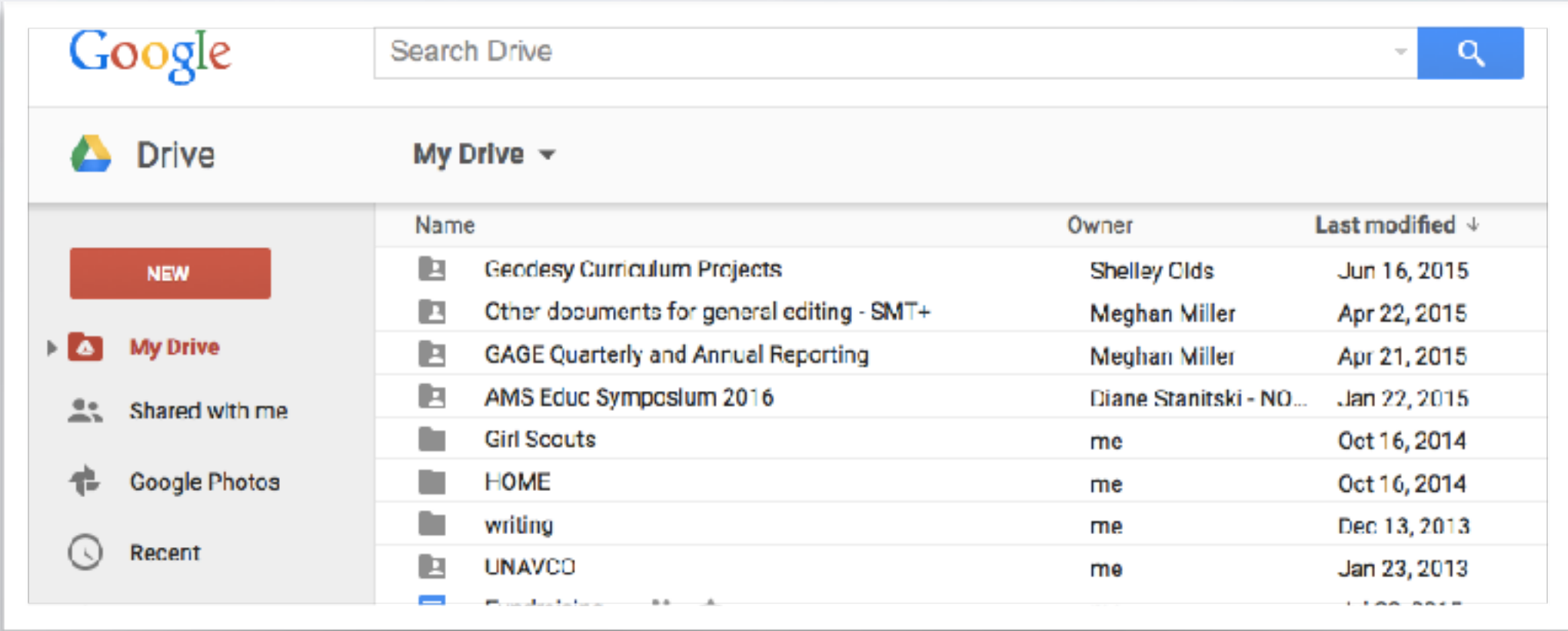
Dropbox



iCloud Drive



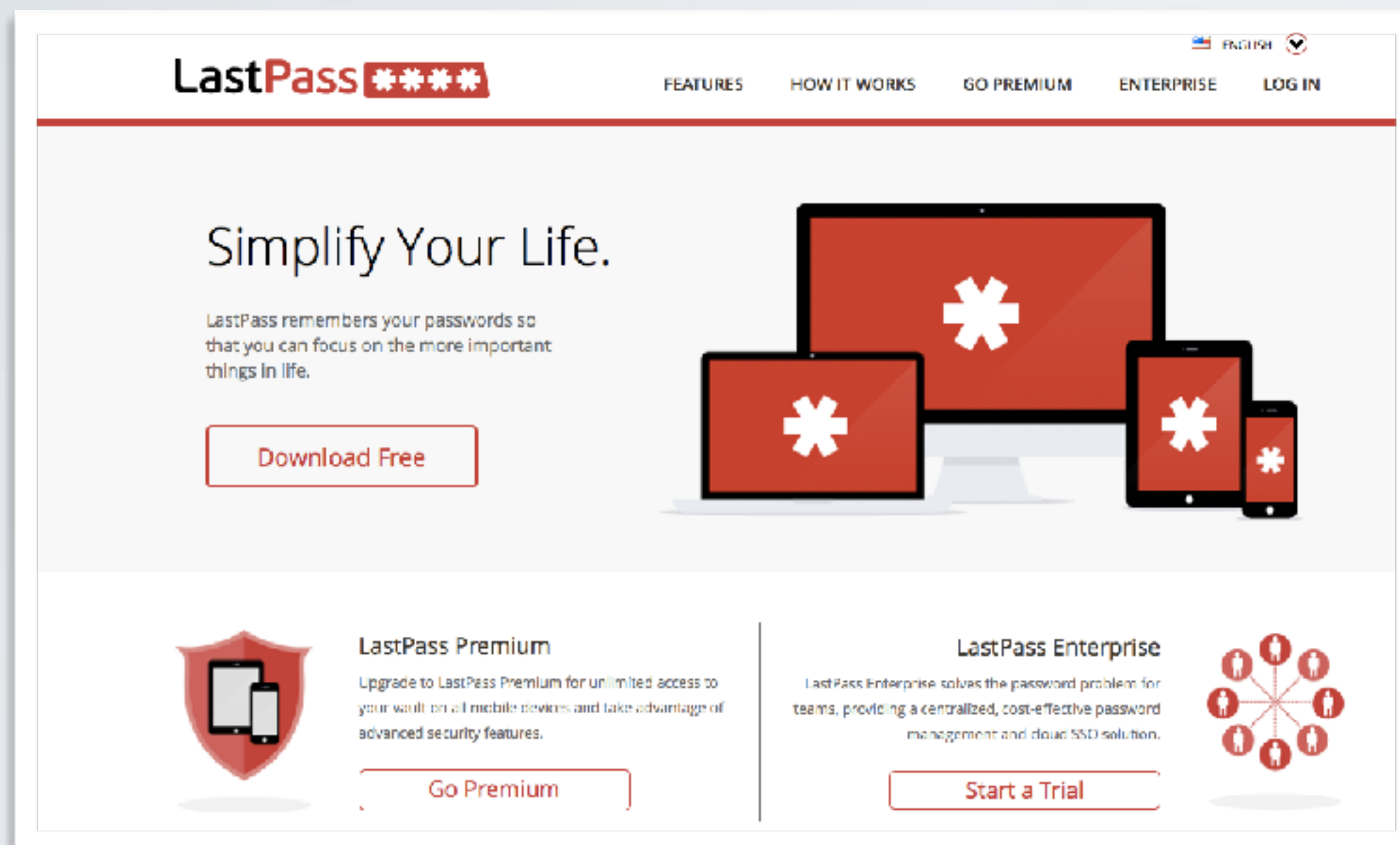
Google Drive



- Free, paid, & business versions
- Sync across devices
- Organized file management makes migration easier

PASSWORD MANAGEMENT

LastPass



1Password



- Free, paid, & business versions
- Sync across devices

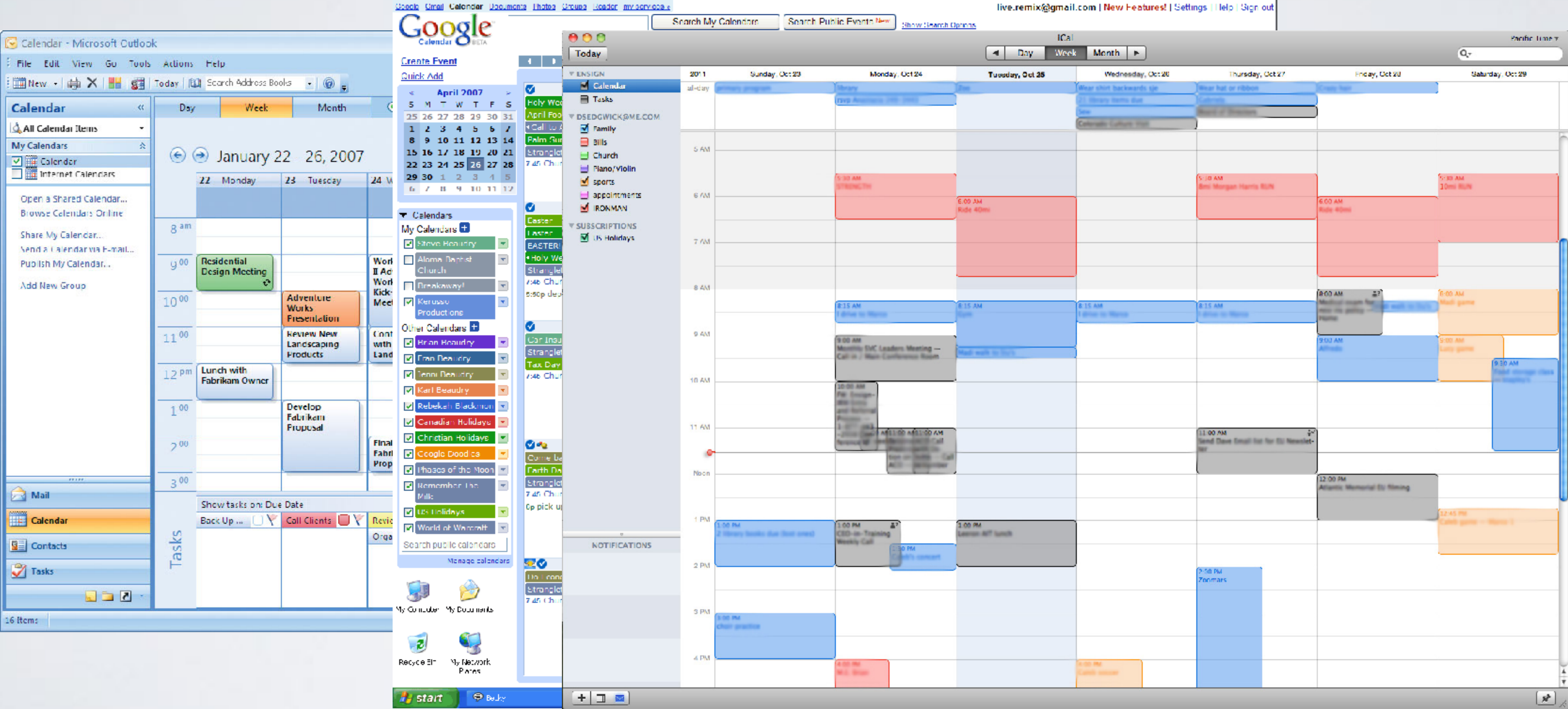


CALENDAR MANAGEMENT

Outlook

Google Calendar

iCal





DIGITAL ORGANIZATION

- Choose your system carefully
- Stick with it!

