



Session 6

Tool Time Tuesday

Speed up your computer, Office 365, Productivity Tools





Hello!



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Friday Webinar: PubMed Updates

11:00am – 11:30am

The new PubMed will officially launch in mid-May. Join us for a quick overview of the new PubMed interface.

<https://mdanderson.libcal.com/event/6688477>

The screenshot shows the PubMed.gov homepage. At the top left is the NIH logo and the text "National Library of Medicine National Center for Biotechnology Information". At the top right is a "Log in" button. The main heading is "PubMed.gov". Below it is a search bar with the placeholder text "Search PubMed" and a green "Search" button. Under the search bar is a link for "Advanced" search. At the bottom, there is a paragraph: "PubMed® comprises more than 30 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher web sites." In the bottom right corner, there is a green "Feedback" button with a speech bubble icon.



**Speed up your
computer**





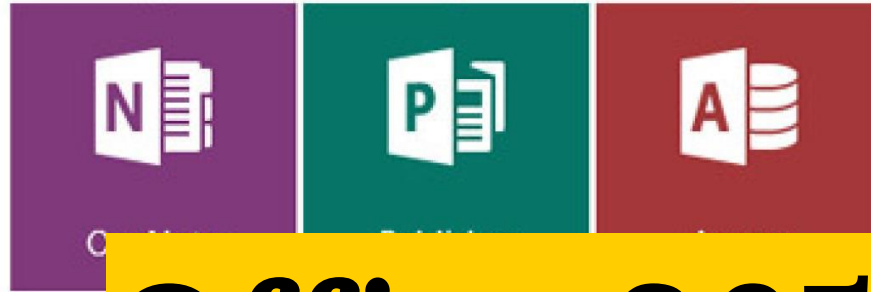
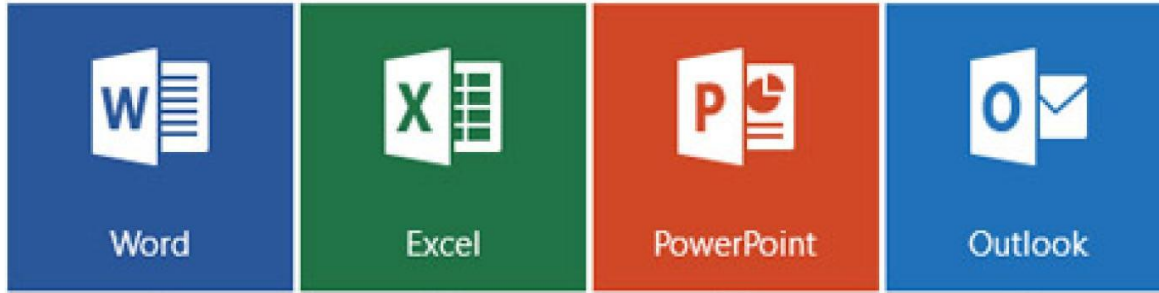
The Need for Speed

- Close windows and browser tabs you don't need
- Don't keep files on your desktop
- Defrag your hard drive (if possible)
- Reduce the number of apps that open at start up (if possible)
- Keep your laptop cool



Keepin' It Cool

- ⦿ Keep it clean. Use compressed air to remove dust.
- ⦿ Turn on a fan or you can get a cooling pad.
- ⦿ Power off your computer when you're not using it.
- ⦿ Do not place a laptop on a soft surface. Place it on a hard surface with airflow.
- ⦿ You can prop the four corners to increase airflow.



Office 365

Please



We'll be done in a moment.



www.office.com

- **Login WITHOUT VX Remote or VPN**
- **You will need DUO mobile.**
- **Access and edit your files anywhere, anytime.**



www.office.com

- **Word, Excel, PowerPoint**
 - Open a document from office.com or directly from your desktop.
 - Sync from the desktop to office.com
- **OneNote**
 - Create notebooks.
- **Microsoft Teams**
 - You may need to request an account.
- **Shared with me**
 - This section will show you documents that were shared with you.

A silver pen lies vertically on the left side of a white notepad. The notepad is placed on a dark wooden surface and features a paperclip at the top, several horizontal lines for writing, and a 'To Do' section with a checkmark and two empty circles. A yellow banner with the text 'Productivity Tools' is overlaid across the middle of the image.

Productivity Tools





Project Management

- **Office 365 Planner**
 - Create a “Plan”, assign tasks, and due dates.
- **ZenKit**
 - Free. Create different projects, assign tasks, and due dates.



Time Management

- **Pomodoro** (<https://pomodoro-tracker.com/>)
 - Create a to-do list for the day. The timer asks you to focus intensely for 25 minutes at a time and take a short break before going back to work.
 - Every 4 Pomodoros take a longer break, (15–30 minutes).
- **Block Apps**
 - Forest or Bear Focus Timer (iOS)
 - AppBlock (Android)



Thanks!

Any **questions** ?

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>