Session 6
Tool Time Tuesday
Speed up your computer, Office 365, Productivity Tools
Hello!

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Research Medical Library

www.mdanderson.org/library/

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Friday Webinar: PubMed Updates

11:00am – 11:30am

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

We'll be done in a moment.
Login WITHOUT VX Remote or VPN
You will need DUO mobile.
Access and edit your files anywhere, anytime.
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.
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/](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