# 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

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.
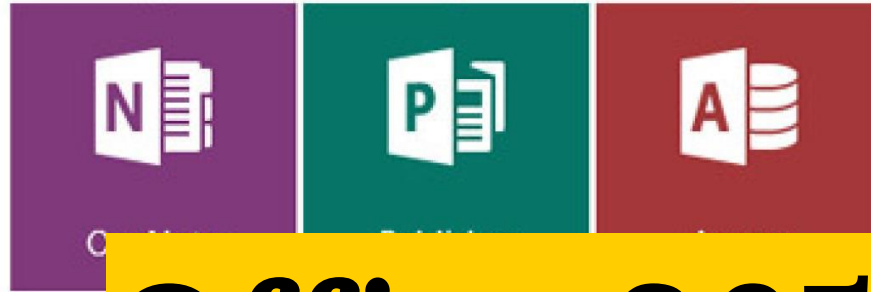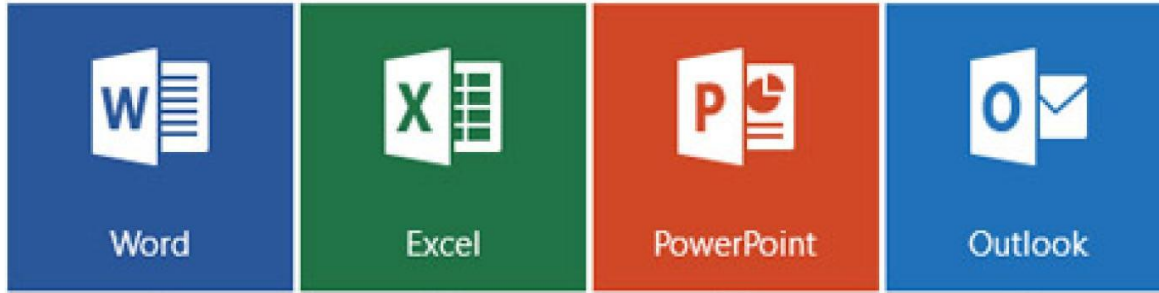
Office 365

We'll be done in a moment.

# 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.

# 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