

THE UNIVERSITY OF TEXAS

MDAnderson Cancer Center

Making Cancer History®



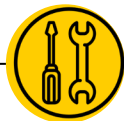
Research Medical Library

Access. Answers. Expertise.

Session 30

Tool Time Tuesday

Protecting Your Time and Notetaking





Hello!

Laurissa Gann, MSLS, AHIP

Research Medical Library

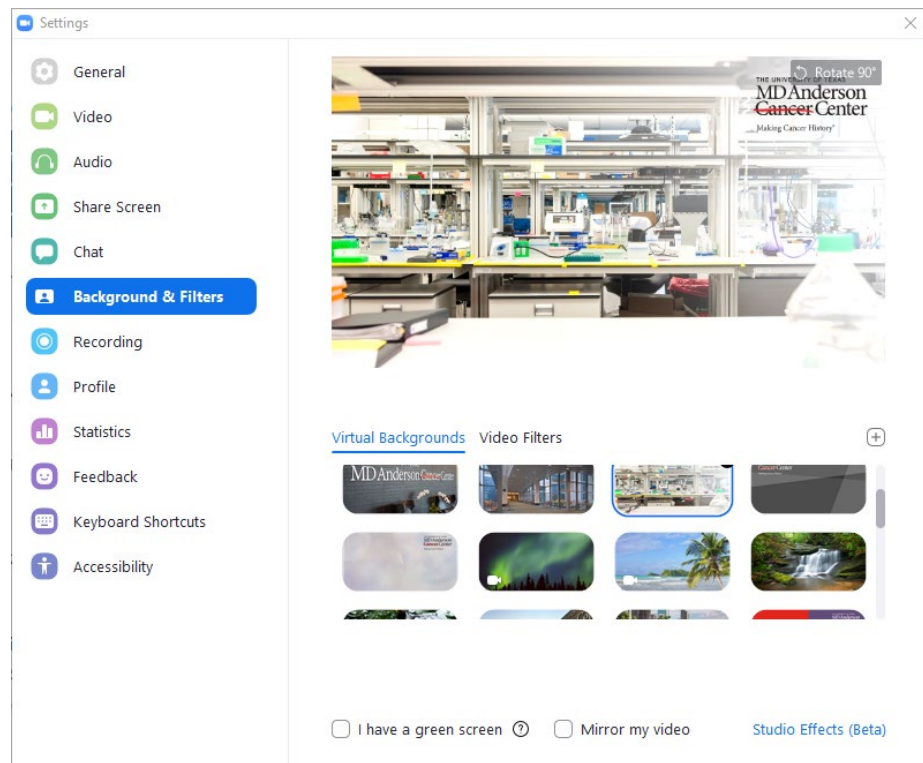
www.mdanderson.org/library/

RML-Help@mdanderson.org



MD Anderson Zoom Virtual Backgrounds

- When you're in a Zoom meeting, go to your Camera icon and select "Virtual Backgrounds"
- You may have to scroll up, but you will see some standard MD Anderson virtual backgrounds that are professional.



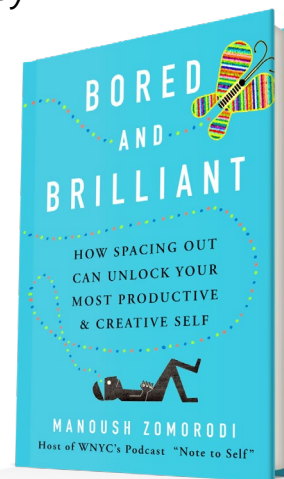




You're here but busy. And that's okay!

- Set expectations. You do not have to answer every email right away.
- Take a fauxcation. Set your out of office. Notify people that you are at work, but in the middle of a project. If they really need you, they can call you.
- It's okay to ignore a phone call and return the call at a more convenient time.

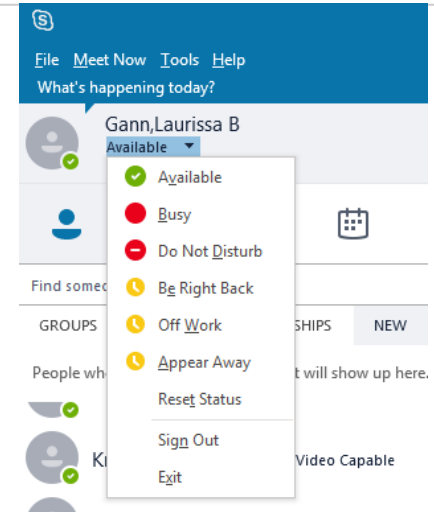
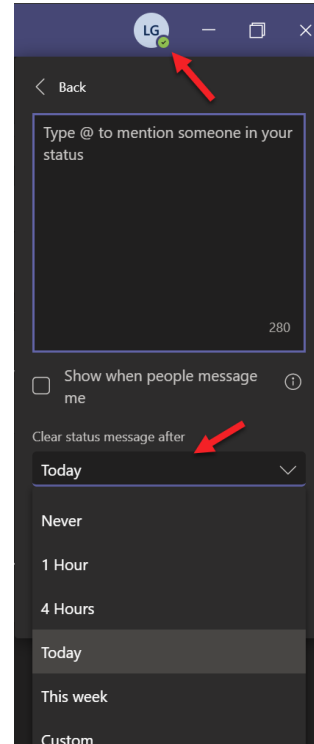
<https://www.wnyc.org/series/bored-and-brilliant>





Status Notifications

- Teams allows you to set a status and add a duration (# of hours/days)
- Skype allows you to set your status (no duration function)





Shorten Your Meetings



Outlook

- Go to File → Options → Calendar
- “End appointments and meetings early”

Outlook Options

General
Mail
Calendar
People
Tasks
Search
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Change the settings for calendars, meetings, and time zones.

Work time

Work hours:
Start time: 7:30 AM
End time: 4:00 PM
Work week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat
First day of week: Sunday
First week of year: Starts on Jan 1

Calendar options

Default duration for new appointments and meetings: 30 minutes
☒ End appointments and meetings early
Less than one hour: 5 minutes
One hour or longer: 10 minutes
☒ Default reminders: 15 minutes
☒ Allow attendees to propose new times for meetings
Use this response when proposing a new meeting time: ? Tentative
Add holidays to the Calendar: Add Holidays...
Change the permissions for viewing Free/Busy information: Free/Busy Options... Other Free/Busy...
☐ Enable an alternate calendar
English Gregorian
☒ When sending meeting requests outside of your organization, use the iCalendar format
☐ Show bell icon on the calendar for appointments and meetings with reminders

OK Cancel



Notetaking





Digital vs. Analog Note -taking

Digital



Advantages

- Easy to access and share
- Faster to type than write (we can write 5 words in the time it takes to type 15)



Disadvantages

- Can lead to transcription like notes
- Digital platforms can create distractions (checking your email, social media)

Analog



Advantages

- Better recall or memorization.
- Notes are more succinct for easier reading.
- You may appear more focused when writing than typing.



Disadvantages

- Slower to write than type. You might miss something.
- Print notes are harder to access. No search feature.



One is not better than the other

- We do have different strategies and tools for different situations or processes.
- We take notes for different reasons:
 - Regular one-on-one meetings
 - Departmental meetings
 - Professional development/classes
 - To-do lists
- Pick a strategy that works for you.





What should I capture in a meeting?

This depends on what your role is in the meeting but here are the most important points:

- Facts (date, time, meeting attendees)
- Decisions made during meeting
- Next steps
- Action items
- Questions and answers

Capture key points, not verbatim transcript unless otherwise necessary.



- Create three columns on your print or digital pages.
 - The largest section is for note taking
 - The left-hand margin is for key points, ideas or questions.
 - The bottom section is your summary.

You don't have to have three columns.
Two might be enough.

Cue Column

Note-taking Column

Summary



Note-taking Strategies

Outline

- Use a standard outline/template that with headings for the main areas you need to capture. This may include a heading for date/time, action items, etc.
- Include a list of the agenda items ahead of time to save yourself time.

Meeting templates are available in Microsoft Word.

Meeting Agenda

Date: Feb 22, 2024 Time: 9:00 am Location: Room 42

Topic 1: Title of First Topic

- Discussion point list with bullets
- Second talking point
- Third talking point

Topic 2: Title of Second Topic

1. Discussion point list with numbers
2. Second talking point
3. Third talking point

Topic 3: Title of Third Topic

- A. Discussion point list with letters
- B. Second talking point
- C. Third talking point

Topic 4: Title of Fourth Topic

- I. Discussion point with roman numerals
- II. Second talking point
- III. Third talking point

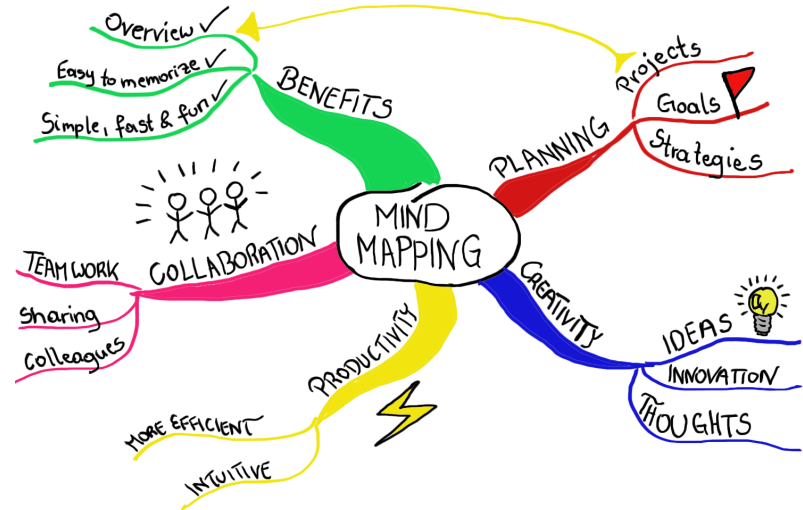
Notes and Action Items



Note-taking Strategies

Mapping

- Visualize the content. This method allows you to write down major concepts and connect them by adding numbers, color coding, or lines. This works well when you're brainstorming yourself or with others.



10 BLOCKS

PROJECT	0 25 50 75 100
PROJECT	
SUPPORT	
MEETINGS	
TEACH	
DATA/SQL	
PLAN/DOC	
SUPPORT	
BONJORO	
MISC	

MONDAY

- 10:00 NEWBILL UPDATE
- 11:00 TEAM MEETING
- 1:00 QUEUE SPRINT
- 2:00 NEWBILL MEETING

TUESDAY

- 10:30 ENGINEERING
- 2:00 WORKSHOP
- 3:30 BARRETT

WEDNESDAY

- 1:00 QUEUE SPRINT
- 2:00 FB LIVE
- 4:00 NASHVILLE MLS!

THURSDAY

- 10:45 SUCCESS MEETING
- 1:00 WORKSHOP
- 2:30 PICKUP CANAAN

FRIDAY

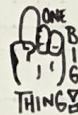
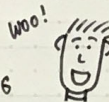
- 10:00 BOOK CLUB
- 11:00 STEVEN
- 1:00 QUEUE SPRINT
- 5:00 REVIEW WEEK

TOP TASKS

- X UPDATE MA
- X CHURN NUMBERS
- > NEW BILLING STEPS
- X TEAM UPDATE

- > NEW BILLING STEPS
- WORKSHOP TEMPLATES
- BONJOROS

- NEW LIVE VIDEOS
- 2018 ONBOARD GOALS
- DOCUMENT PROGRESS





Tools for Notetaking

- [OneNote](#) – Great for sharing notes with colleagues in real time.
- [Planner](#) – Make your notes action items right away.
- Sticky Notes – Create digital sticky notes on your desktop. Sync to the OneNote app on your phone or iPad. (search your start bar for “sticky notes”)
- Handwriting recognition – Both OneNote and Sticky Notes allow you to handwrite notes with a stylus on your smart device. You can select Ink to Text to convert notes to type. [More info.](#)
 - [Pen and print](#) – This app allows you to take photos of your notes and converts them to text.
 - [Notes Plus](#) – This app allows you to write with a stylus and translates your writing to text.



Tools for Analog Notetaking

- Create a color coding system. Highlight action items one color and questions another, etc.
- Create a symbol system. If you use symbols consistently, these can also help you call attention to specific items.

THANK
YOU





Research Medical Library
Access. Answers. Expertise.



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>