Session 30
Tool Time Tuesday
Protecting Your Time and Notetaking
Hello!

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Research Medical Library

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• 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.
Protecting Your Time
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
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”
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.
Note-taking Strategies

Cornell Method

◉ 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.
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.
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.
Add-on Strategies

◉ Bullet journaling
◉ Symbols/short-hand: create a system that makes sense to you.

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
- Update MN
- Churn Numbers
- New Billing Steps
- Team Update
- New Billing Steps
- Workshop Templates
- Bonjoro
- 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.
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