Personal Information Management

Strategies & Tools

Presented at John Jay's Faculty Development Day, Jan. 2013

Personal Information Management is a combination of digital organization strategies and tools that empower you to work more effectively, save time, and accomplish your goals.

Strategies highlighted

Smart backup setup: lots of copies keep stuff safe!
- on-site
    - external hard drive
    - continuous or scheduled
    - manually or using software like TimeMachine
- off-site
    - usually using a paid cloud-based service
    - continuous (recommended) or scheduled

Know where your data is and how to get it out
- Your data is yours! Be careful about locking your information into a service ("walled garden")
- Make sure you can export your info in a common, open, readable format (HTML, TXT, CSV, PDF(a))
- Use only trusted services, sites, and software: has this company had security breaches in the past?

Be able to access some/all of your files anywhere
- Access can be device-agnostic
- You now never have to worry about forgetting your thumb drive

Tools highlighted

- Backblaze: paid cloud-based backup service (http://www.backblaze.com/)
- Evernote: notes ecosystem in the cloud, collaborative or personal, free or paid (http://evernote.com/)
- Mendeley: citation manager, paper finder, and scholarly network; free or paid (http://www.mendeley.com/)

Related resources

- This presentation's slides:
  http://www.robincamille.com/presentations/personal-information-management/
- Big list of PIM tools and links, compiled by Jared Dunn: http://goo.gl/gp1ni
- The Setup: what do people use to get stuff done? (http://usesthis.com/)
- Inbox Zero: example of specific information workflow (http://www.43folders.com/izero)

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