

Personal Information Management

Strategies and tools for professional victory and personal pride

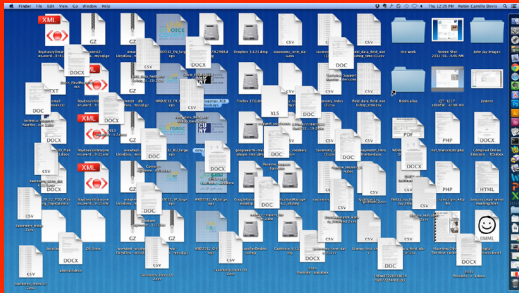
Robin Davis
Emerging Tech & Distance Services Librarian
January 2013

Lloyd
Sealy
Library

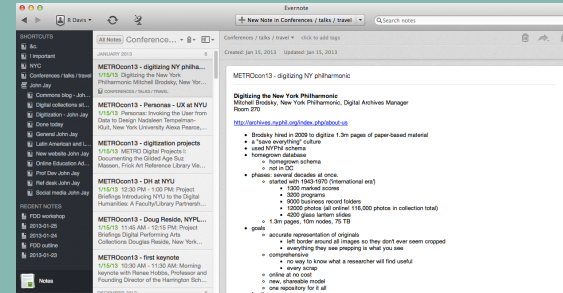
**JOHN
JAY** COLLEGE
OF
CRIMINAL
JUSTICE

No!

Yes!



drowning in bad file organization



immediate access through smart organization

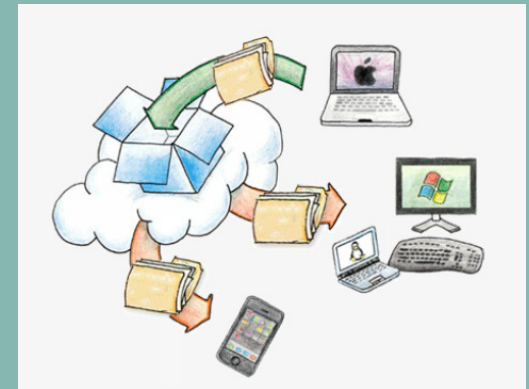
computers and devices aren't synced

you need a presentation you forgot at home



forgot something? no sweat

your files are device-agnostic and accessible from anywhere



strike F1 to retry boot, F2 for setup utility
strike F1 to retry boot, F2 for setup utility
strike F1 to retry boot, F2 for setup utility
strike F1 to retry boot, F2 for setup utility
strike F1 to retry boot, F2 for setup utility
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computer dies, your work disappears, your classes mutiny, you want to give up



your files can live forever, no matter how many computers die



Overview

What is Personal Information Management?

Ideal strategies

Smart backup: on-site, off-site, continuous, scheduled

Know where your data is and how to get it out

Be able to access some/all of your files from anywhere

Tools highlighted

Backblaze

Evernote

Mendeley

Other resources

What is Personal Information Management?

Inputs Files, emails, notes, citations, images, tasks, etc.

Elements Organize, access, search, edit, share, preserve, use

“Personal Information Management is a combination of strategies and tools that let you combine these inputs and elements to save time, work more effectively, and accomplish your goals.”

Not just having cool apps... but an *approach to life!*

Back up everything, all the time

On-site backup

External hard drive

Usually scheduled: once a day / week

Drag & drop folders or use service like TimeMachine

AND

Off-site backup

Usually a paid service

Backs up on schedule or continuously

Common services include Dropbox, Backblaze, Mozy,

Carbonite, Crashplan

Be careful with your data

Can I export my data in a common, readable format? (.pdf, .txt, .csv, .html)

Your data is yours!

Be careful about locking yourself into a software or service.

How secure is this service / site / software?

Has this company had any major security breaches in the past? Do they seem shady?

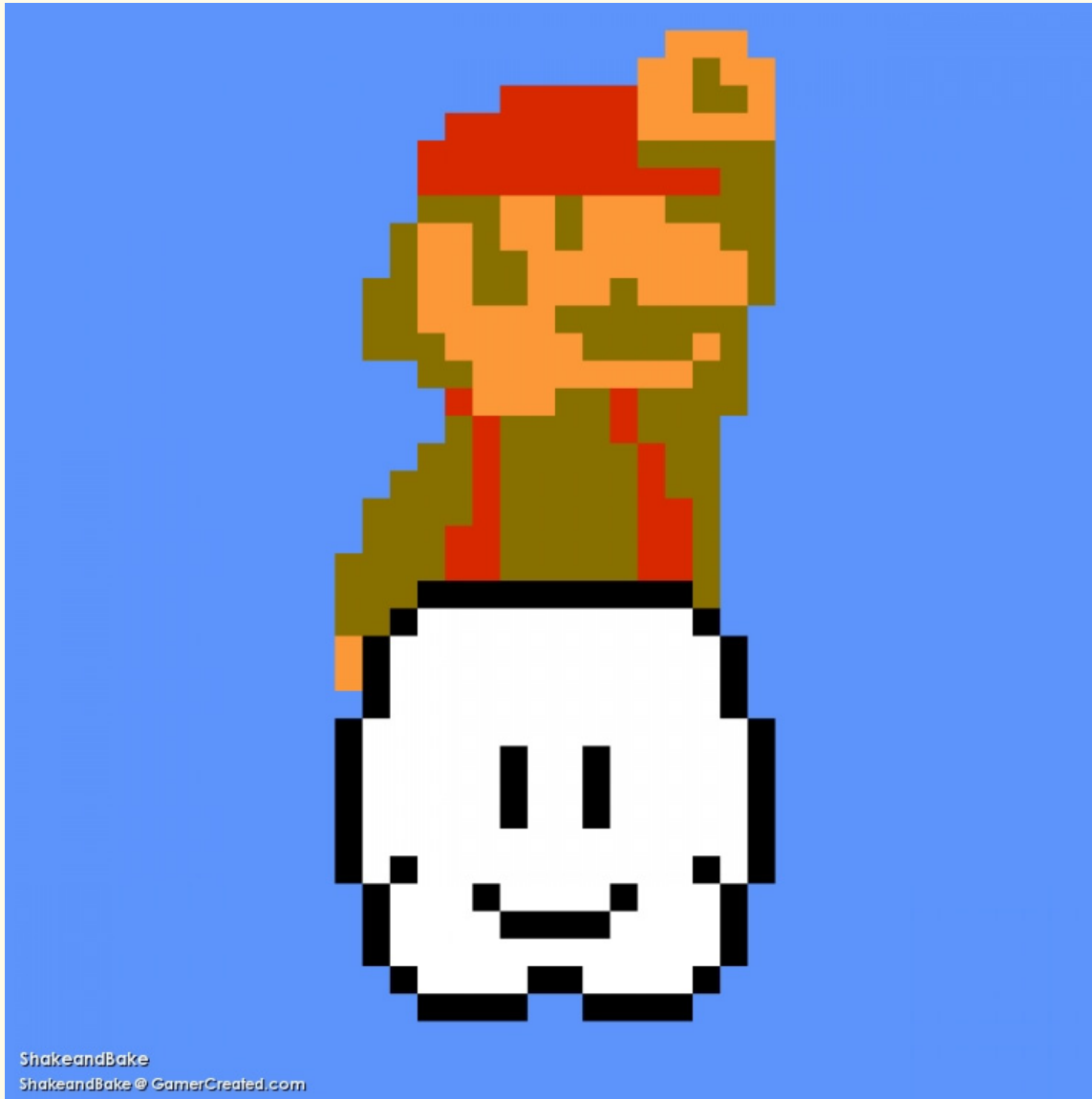
Web services can and do change their privacy policies all the time. Caveat user.

Use a different password for every account you make.

Come up with a mental algorithm to help you remember each login.

Change your major passwords at least yearly.

Access from anywhere



Use the Cloud!
...Wisely.

Tool highlight:



BACKBLAZE

Backs up your hard drive to the cloud

Continuous (recommended) or scheduled

Paid service (\$50/year, + \$5/extra computer)

Emergency? Restore entire hard drive

Just need a file or two? Have them emailed to you

Secure: 2,048-bit RSA Public/Private encryption key to secure a 128-bit key that encrypts your files. (Still, be cautious.)

- Overview
- Account
- View/Restore Files**
- My Restores
- Locate My Computer

Welcome rdvs18, [Sign Out](#)

View/Restore Files

- Choose Method:
- Download Zip File** (Free)
You will receive an email once your files are ready to restore.
Your files will be put into a zip format and available for download.
 - USB Flash Drive** (\$99) 28,000 MB max (28 GB)
Your files will be sent on a USB Flash Drive.
 - USB Hard Drive** (\$189) 1,000,000 MB max (1 TB)
Your files will be sent on an external USB hard drive.
(You will receive a drive large enough to contain your data.)

Choose files below to restore:

Selected: **0 byte**

[Continue with Restore](#)

Machine: mobile-192-17-121-187_2012_06_25 Files backed up from: Beginning of Time to Today at 1:48 PM

Folders	Files																																																						
<ul style="list-style-type: none"> Desktop Documents <ul style="list-style-type: none"> \$RECYCLE.BIN 1 W 509selm AB FAB LAB Archi 2009-10 Art &c Backup 2005 BWG CIRSS CLACS, best of Courses <ul style="list-style-type: none"> 2008-09 Spring <ul style="list-style-type: none"> CAMPUS FRANCE ACCEPTANCE_files deven FLIGHT INFO_files spring break 2009-10 Fall 	<table border="1"> <thead> <tr> <th>Name</th> <th>Size</th> <th>Modified</th> </tr> </thead> <tbody> <tr><td>0809CinemaAudiovisuelL1L2L3.pdf</td><td>901.64 KB</td><td>Sep 29, 08, 12:45 AM</td></tr> <tr><td>Academic_transcript_robin_davis.jpg</td><td>284.72 KB</td><td>Nov 14, 08, 12:18 AM</td></tr> <tr><td>Academic_transcript_robin_davis.pdf</td><td>33.01 KB</td><td>Nov 14, 08, 12:10 AM</td></tr> <tr><td>app.doc</td><td>28 KB</td><td>Oct 01, 08, 02:52 AM</td></tr> <tr><td>Balades week-end.doc</td><td>28 KB</td><td>Mar 29, 09, 03:52 AM</td></tr> <tr><td>brochure_L3_-_WEB.doc</td><td>966.5 KB</td><td>Sep 29, 08, 12:41 AM</td></tr> <tr><td>brown_in_paris-handbook.pdf</td><td>117.99 KB</td><td>Jun 01, 08, 03:32 PM</td></tr> <tr><td>Campus France Guide.doc</td><td>46 KB</td><td>Nov 14, 08, 12:23 AM</td></tr> <tr><td>campus_france.png</td><td>105.55 KB</td><td>Nov 13, 08, 11:46 PM</td></tr> <tr><td>complit.pdf</td><td>273.64 KB</td><td>Sep 29, 08, 12:59 AM</td></tr> <tr><td>CONSULATE RECEIPT PRINT PRINT PRINT.pdf</td><td>15.67 KB</td><td>Dec 04, 08, 01:00 AM</td></tr> <tr><td>COURSES paris 4.doc</td><td>36.5 KB</td><td>Dec 11, 08, 08:44 PM</td></tr> <tr><td>design:shopping from p&p.doc</td><td>51.5 KB</td><td>Jun 01, 08, 02:26 PM</td></tr> <tr><td>El Scorcho.doc</td><td>46.5 KB</td><td>Nov 20, 08, 12:13 PM</td></tr> <tr><td>flight info screenshot 1.png</td><td>235.65 KB</td><td>Dec 15, 08, 08:56 PM</td></tr> <tr><td>flight info screenshot 2.png</td><td>219.14 KB</td><td>Dec 15, 08, 08:56 PM</td></tr> <tr><td>FLIGHT INFO.html</td><td>35 KB</td><td>Dec 15, 08, 08:56 PM</td></tr> </tbody> </table>	Name	Size	Modified	0809CinemaAudiovisuelL1L2L3.pdf	901.64 KB	Sep 29, 08, 12:45 AM	Academic_transcript_robin_davis.jpg	284.72 KB	Nov 14, 08, 12:18 AM	Academic_transcript_robin_davis.pdf	33.01 KB	Nov 14, 08, 12:10 AM	app.doc	28 KB	Oct 01, 08, 02:52 AM	Balades week-end.doc	28 KB	Mar 29, 09, 03:52 AM	brochure_L3_-_WEB.doc	966.5 KB	Sep 29, 08, 12:41 AM	brown_in_paris-handbook.pdf	117.99 KB	Jun 01, 08, 03:32 PM	Campus France Guide.doc	46 KB	Nov 14, 08, 12:23 AM	campus_france.png	105.55 KB	Nov 13, 08, 11:46 PM	complit.pdf	273.64 KB	Sep 29, 08, 12:59 AM	CONSULATE RECEIPT PRINT PRINT PRINT.pdf	15.67 KB	Dec 04, 08, 01:00 AM	COURSES paris 4.doc	36.5 KB	Dec 11, 08, 08:44 PM	design:shopping from p&p.doc	51.5 KB	Jun 01, 08, 02:26 PM	El Scorcho.doc	46.5 KB	Nov 20, 08, 12:13 PM	flight info screenshot 1.png	235.65 KB	Dec 15, 08, 08:56 PM	flight info screenshot 2.png	219.14 KB	Dec 15, 08, 08:56 PM	FLIGHT INFO.html	35 KB	Dec 15, 08, 08:56 PM
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[Continue with Restore](#)

Tool highlight:



Notes ecosystem in the cloud

Free (all you probably need) **or paid premium**

Desktop clients, smartphone apps, web app

Exports as HTML

Evernote

R Davis

+ New Note in &c.

Search notes

SHORTCUTS

- &c.
- ! important
- NYC
- Conferences / talks / travel
- John Jay
 - Commons blog - Joh...
 - Digital collections sit...
 - Digitization - John Jay
 - Done today
 - General John Jay
 - Latin American and L...
 - New website John Jay
 - Online Education Ad...
 - Prof Dev John Jay
 - Ref desk John Jay
 - Social media John Jay

RECENT NOTES

- FDD workshop
- 2013-01-25
- 2013-01-24
- FDD outline
- 2013-01-23

Notes

Notebooks

Tags

Atlas

Trunk

+ New Notebook Find a notebook

Name	Count	Updated
! important 9		
&c. 115		
Blog posts 31		
Conferences / talks / travel 121		
Contacts 16		
DCEP-H 3		
DCEP-H Docs + dev 34		
DCEP-H Notes 91		
DCEP-H UI 33		
View all notes in DCEP-H >		
GSLIS classes 14		
451: Intro to Network Systems 39		
502 final paper 18		
502: Libraries, Information, Society 37		
GSLIS classes (cont'd)		
Archives management 29		
Cataloging 507 6		
Databases notes 22		
Databases quiz 28		
Electronic publishing 22		
Foundations of Data Curation notes 55		
Foundations Term Project: Reuse of Encoded Text 24		
Metadata: Theory & Prac... 46		
Project Mgmt in LIS 21		
Systems analysis 20		
Text Mining 62		
View all notes in GSLIS classes >		
John Jay 11		
Commons blog - John Jay 1		
Digital collections site John Jay 8		
Digitization - John Jay 4		
Done today 87		
General John Jay 35		
Latin American and Latina/o Studies John Jay 5		
New website John Jay 49		
Online Education Advisory Committee John Jay 15		
Prof Dev John Jay 20		
Ref desk John Jay 3		
Social media John Jay 5		
View all notes in John Jay >		
Travel 3		
Twitter robincamille 90		
Twitter robincamilletoo 621		
Trash 78		
job hunt 51		
NYC 8		
Python 3		
SIA 12		

Evernote

+ New Note in Conferences / talks / travel Search notes

Conferences / talks / travel click to add tags

Created: Jan 15, 2013 Updated: Jan 15, 2013

METROcon13 - digitizing NY philharmonic

Digitizing the New York Philharmonic
 Mitchell Brodsky, New York Philharmonic, Digital Archives Manager
 Room 270

<http://archives.nyphil.org/index.php/about-us>

- Brodsky hired in 2009 to digitize 1.3m pages of paper-based material
- a "save everything" culture
- used NYPhil schema
- homegrown database
 - homegrown schema
 - not in DC
- phases: several decades at once.
 - started with 1943-1970 ('international era')
 - 1300 marked scores
 - 3200 programs
 - 9000 business record folders
 - 12000 photos (all online! 116,000 photos in collection total)
 - 4200 glass lantern slides
 - 1.3m pages, 10m nodes, 75 TB
- goals
 - accurate representation of originals
 - left border around all images so they don't ever seem cropped
 - everything they see prepping is what you see
 - comprehensive
 - no way to know what a researcher will find useful
 - every scrap
 - online at no cost
 - new, shareable model
 - one repository for it all
- funding
 - Leon Levy Foundation
- tech
 - uses IA book reader
 - "suggested materials"
 - queries that match something in the metadata for selected item
 - Alfresco application (for repo server) — holds JPGs
 - SOLR search
- workflow
 - photographed in TIFF + JPG,
 - post-prod in adobe lightroom,
 - image conversion/ingestion into repo,
 - review every page
 - release
- 6-12 people sitting and prepping materials before they get to photographer
- every page is proofed
- lessons
 - do everything manually before you automate
 - can be done free or OS (a lot of batch tools)
 - tweaking never stops

SHORTCUTS

- &c.
- ! Important
- NYC
- Conferences / talks / travel
- John Jay
 - Commons blog - Joh...
 - Digital collections sit...
 - Digitization - John Jay
 - Done today
 - General John Jay
 - Latin American and L...
 - New website John Jay
 - Online Education Ad...
 - Prof Dev John Jay
 - Ref desk John Jay
 - Social media John Jay

RECENT NOTES

- DH2012: Watch (again)
- DH2012: LP28
- DH2012: ADHO lunch...
- DH2012: List of particip...
- DH2012: Panel: Interfa...

- Notes
- Notebooks
- Tags
- Atlas
- Trunk

EVERNOTE ATLAS

All Notes

3939 notes (41 geotagged)

STATE OF ILLINOIS

Urbana

14 notes

FREE AND HANSEATIC CITY OF HAMBURG

Hamburg

12 notes

NEW YORK STATE

New York

11 notes

CALIFORNIA

San Marcos

1 note

CALIFORNIA

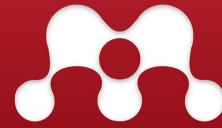
San Jose

1 note

UNITED STATES

NORTH AMERICA

Tool highlight:



MENDELEY

Manage citations and find papers

Free (all you probably need) **or paid premium**

Social(ish)

**Desktop client, smartphone/tablet apps,
web app + browser bookmarklet**

Add Document
 Delete Documents
 Remove from Folder
 Create Folder
 Create Group
 Remove Folder
 Web Importer
 Account Usage
 Search

My Library

- All Documents**
- Recently Added
- Favorites
- Needs Review
- My Publications
- Unsorted
- Favorites shelf
- Text Mining

Groups

- Library and Information Science
- User Experience
- Digital Humanities
- Digital Humanities
- Digital Preservation
- Digital Preservation
- Digital Preservation and
- Curation
- Digital Preservation Cost
- Digital Preservation of Research
- Data
- Machine Learning Basics
- [▶ See all groups](#)

Trash

- All Deleted Documents

Filter Selected Collection

by Publications

- All
- ACM Transactions on Information Sys
- Computational Linguistics
- Foundations and Trends® in Informat
- Mendeley Desktop
- Narrative
- New Left Review
- Proceedings of the 38th Annual Hawa
- Proceedinas of the conference on Hur

All Documents

- Select...
- Digital Shakespeare, or towards a literary informatics
 Martin Mueller (2008)
Shakespeare 4 (3) p. 284-301
<http://www.tandfonline.com/doi/abs/10.1080/17450910802295179>
 digital humanities
 - From Tweets to Polls: Linking Text Sentiment to Public Opinion Time Series
 Brendan O'Connor, Ramnath Balasubramanyan, Bryan R Routledge, Noah A Smith (2010)
Proceedings of the International AAAI Conference on Weblogs and Social Media 5 (May) p. 122-129
<http://www.aaai.org/ocs/index.php/ICWSM/ICWSM10/paper/view...>
 - Getting Started with Mendeley
 The Mendeley Support Team (2011)
 p. 1-16
<http://www.mendeley.com>
 - Graphs, Maps, Trees: Abstract Models for Literary History
 Franco Moretti (2007)
New Left Review 68 (1) p. 132-135
<http://mlq.dukejournals.org/cgi/doi/10.1215/00267929-2006...>
 - Lexicon-Based Methods for Sentiment Analysis
 Maite Taboada, Julian Brooke, Milan Tofloski, Kimberly Voll, Manfred Stede (2011)
Computational Linguistics 37 (September 2010) p. 1-41
http://www.sfu.ca/~mtaboada/docs/Taboada_etal_SO-CAL.pdf
 - Measuring praise and criticism: Inference of semantic orientation from association
 Peter D Turney, Michael L Littman (2003)
ACM Transactions on Information Systems 21 (4) p. 37
<http://arxiv.org/abs/cs/0309034>
 - Movie Review Mining: a Comparison between Supervised and Unsupervised Classification Approaches
 P Chaovalit, L Zhou (2005)

[Edit Profile](#)[View Profile](#)[Updates](#)

Robin Davis, MLIS

Emerging Technologies & Distance Services Librarian, John Jay College of Criminal Justice
New York, New York, United States

Research field: **Social Sciences - Library and Information Science**
user interaction design, digital humanities, electronic publishing, digital preservation, archives

Awards and Grants

Aug 2010 Data Curation in the Humanities Fellowship

Biographical Information

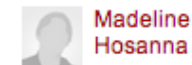
I'm the Emerging Tech and Distance Services Librarian at John Jay College. My research interests include data curation in the humanities, the preservation of digital objects, online education, and user experience design and research.

CV

Professional Experience

- | | |
|---------------------|---|
| 2012 - Present | Emerging Technologies & Distance Services Librarian at John Jay College of Criminal Justice
New York, New York, United States |
| Aug 2011 - Jun 2012 | Research assistant in Data Curation Education Program for the Humanities at Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign
Champaign, Illinois, United States |
| Jun 2011 - Aug 2011 | Web Preservation Intern, Digital Services Division at |

3 Contacts

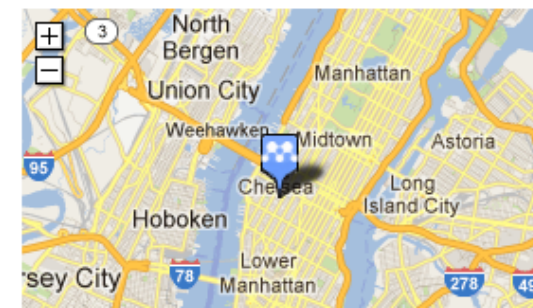
[See all](#)

Public Groups

Public groups Robin is a member of
[Library and Information Science](#)
[User Experience](#)

Public groups Robin is following
[Digital Humanities](#)
[Digital Preservation](#)
[Digital Preservation and Curation](#)
[Digital Preservation Cost](#)
[Digital Preservation of Research Data](#)
[Machine Learning Basics](#)
[Machine Learning for Natural Language...](#)
[Metaphors and Natural Language...](#)

Destinations



Review

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

Ideal strategies

- » Smart backup: on-site, off-site, continuous, scheduled
- » Know where your data is and how to get it out
- » Be able to access your files anywhere

Tools highlighted

Backblaze
Evernote
Mendeley

Other resources

usesthis.com

what do people use to get stuff done?

big list of PIM tools and services

<http://goo.gl/gp1ni>

Mark Zubarev

mzubarev@jjay.cuny.edu

Robin Davis

robdavis@jjay.cuny.edu

Bonus tool!

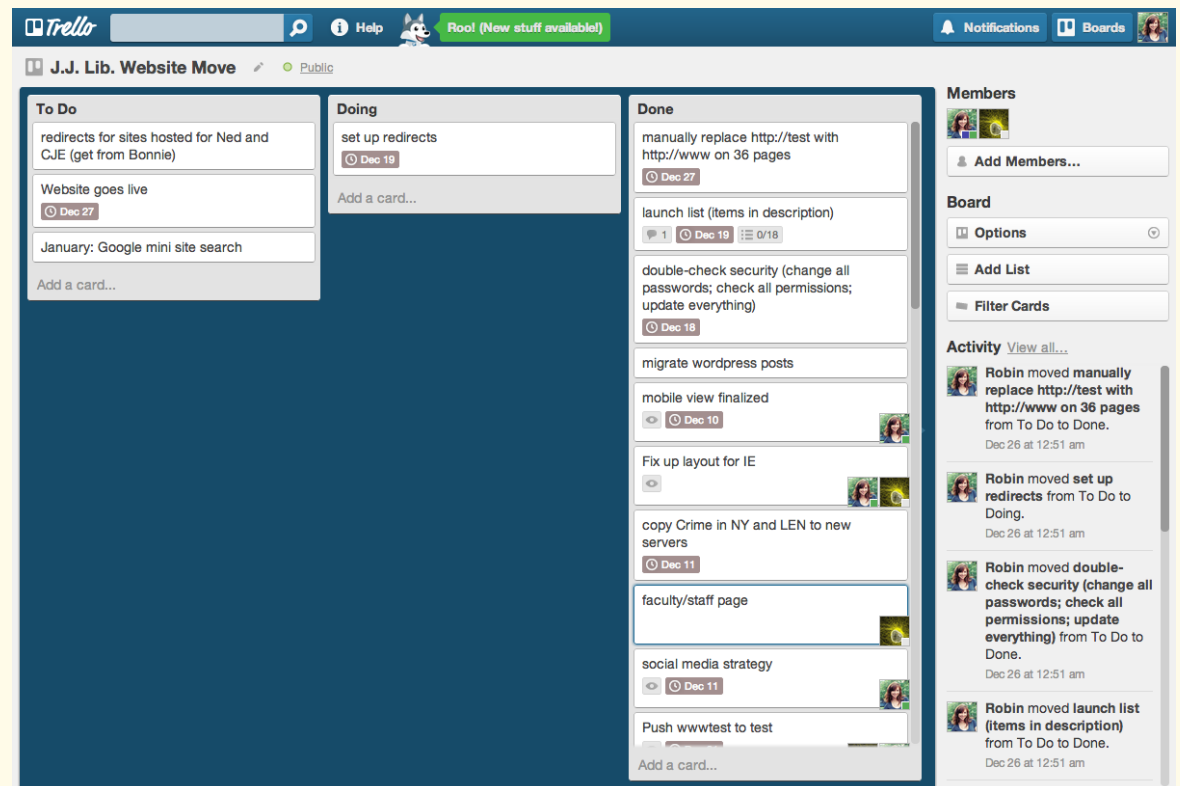


Collaborative lists
To Do, Doing, Done

**Keep track of your
progress in a project**

**Web app +
smartphone apps**

Alternative: Asana



Bonus website! usesthis.com

The Setup / Interview

What do people use to get stuff done?

[Home](#) / [Interviews](#) / [About](#) / [Community](#)



Michelle Borkin

Researcher and scientific visualiser (Harvard)

Posted Apr 9, 2012 in [mac](#) [researcher](#) [scientist](#)

Who are you, and what do you do?

I am [Michelle Borkin](#) ([Twitter](#)) and I work on creating new approaches to interdisciplinary scientific visualization and data exploration. I co-founded the "[Astronomical Medicine](#)" project at Harvard and collaborate with both astronomers and doctors to help them analyze and visualize their multidimensional data, and cross-fertilize visualization and analysis techniques across scientific disciplines. I am an Applied Physics PhD candidate at Harvard's [School of Engineering and Applied Sciences](#) and a [TED Fellow](#).

What hardware do you use?

Part of my work relates to applying stereographic 3D visualization techniques to my scientific data visualization projects. Since I like to keep things mobile, I have a [Sharp 3D laptop](#) with a [parallax barrier](#) style screen. With this type of screen there is a "sweet spot" at the center where the image will pop-out in 3D, and no glasses are needed! (Not ideal for having multiple viewers, but good for on-the-go.) For when I'm not dashing around, my computer science office is equipped with a 73" Mitsubishi 3D TV with multiple

The Setup / Interview

What do people use to get stuff done?

[Home](#) / [Interviews](#) / [About](#) / [Community](#)



Kieran Healy

Sociologist

Posted Oct 17, 2010 in [mac](#) [professor](#) [researcher](#) [scientist](#)

Who are you, and what do you do?

My name is [Kieran Healy](#) and I am a sociologist. I teach at [Duke University](#). I contribute to two blogs, [Crooked Timber](#) and [OrgTheory](#). My research is mostly about market-and gift-based exchange in things like human blood, organs, genetic material, cultural goods, software, and ideas.

What hardware do you use?

Mostly things made by Apple. The first computer I owned was a [PowerBook 145B](#) that I bought in 1994. Between about 1998 and 2003 I had a couple of Dell towers and an OEM laptop sold by a now-defunct Linux outfit. Then I switched back.

My office computer is a 2009-vintage 24" [iMac](#) - a 3GHz Core 2 Duo with 4GB of RAM and a 1TB hard drive. It's attached to a [24" Apple LED Cinema Display](#) so I'm pretty spoiled for screen real estate. I use the [Mighty Mouse](#), which I don't particularly care for, and Apple's USB keyboard (the flat one, with the numeric keypad), which is tolerable but not great. The iMac has two backup drives plugged into it. A Western Digital MyBook works as a

The Setup / Interview

What do people use to get stuff done?

[Home](#) / [Interviews](#) / [About](#) / [Community](#)



Kate Ray

Web developer, technical co-founder (scroll kit)

Posted Dec 11, 2012 in [developer](#) [web](#)

Who are you, and what do you do?

Kate Ray ([@kraykray](#)), technical co-founder of [scroll kit](#), [Ruby/JavaScript](#) coder. Also made some stuff like this [documentary](#) on the semantic web, and this app [TeachYourselfToCode](#). I'm into tools that make people creators.

What hardware do you use?

I've got a 15" [MacBook Pro](#) that's about two and a half years old (2010 model) but is good to me. It's set up on this [laptop stand](#) with a wireless [keyboard](#) and [trackpad](#). I wear a big pair of over-the-ear [headphones](#) even though I don't listen to music while working; I think the physical metaphor of plugging into my computer improves my focus. I have a standing desk (actually an IKEA bar table), along with an anti-fatigue mat, that I use sometimes.

What I'll pick out though, is the large lined [paper](#) notebook that's next to my computer at all times. Every morning, I write out my day's to-do list, drawn together from all the apps and emails and [github](#) issues. It's immensely focusing to look at exactly what I plan to accomplish for the day on

The Setup / Interview

What do people use to get stuff done?

[Home](#) / [Interviews](#) / [About](#) / [Community](#)



Jonas M. Luster

Food scientist (el Bulli), developer

Posted Jan 8, 2013 in [chef](#) [developer](#) [food](#) [linux](#) [software](#)

Who are you, and what do you do?

I am [Jonas M Luster](#). I am a culinary scientist with a focus on restaurant operations management and modern restaurant design, mostly in the back of the house. I try to bring as much 21st century into cooking as I can, both through tech and through food science. I am a visiting researcher with the [el Bulli Foundation](#) in Roses, Spain.

Somewhat tied into this is my interest and work on Quantified Self technology, from recording everything I do to A/B testing tools and their impact on my performance. Eventually this all turns into recommendations and papers on performance and quality improvements in food service, mostly fine dining.

What hardware do you use?

A bunch of 40,000 BTU burners, mostly. On the tech side it's [Nexus Z](#) tablets because of the NFC support. We're shifting all our experimental inventory management and tracking to NFC and believe that's the future for restaurants since it's fast and doesn't require clean lenses as a barcode reader would. You'd be amazed how dirty