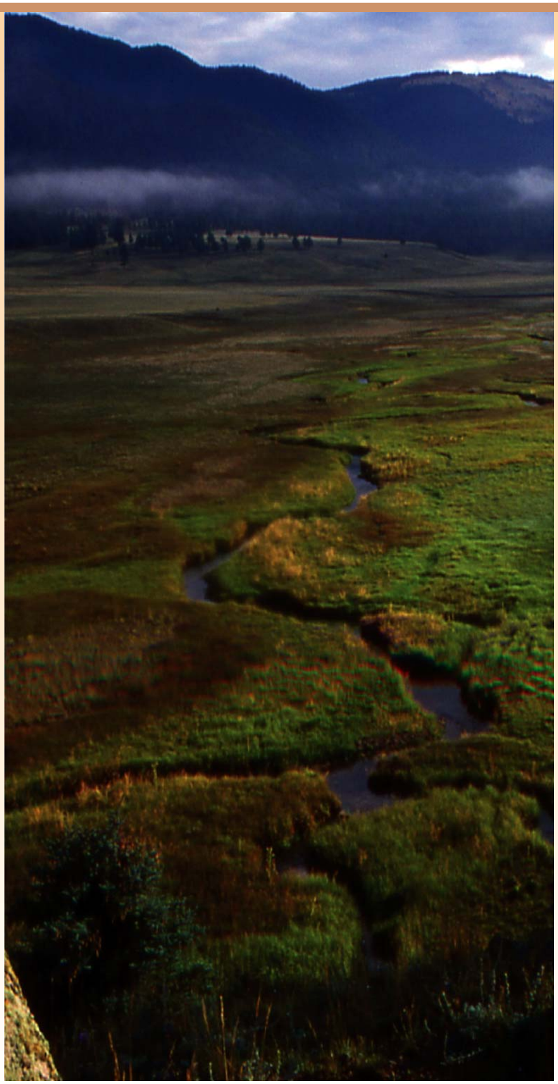
New Mexico EPSCoR



Increasing Your Productivity: Concepts, Tools, and Discussion

Bill Michener

New Mexico EPSCoR State Office

Topics

- Proposal development and writing
- Time management and productivity

Proposal development and writing

- Requirements matrix (compliance matrix)
- Logic modeling (see Kellogg Foundation)
- Writing

Requirements or Compliance Matrix

Requirement (from RFP)	**Comments**	**Proposal Reference (page #, Section, or Attachment #)**
is required, *should,* *must,* *it is expected,* *it is important,* *shall,* *may not*		
*". In all instances, specification of performance milestones and a timetable for achieving such milestones **is a requirement** for EPSCoR support."*	Created Gantt chart and included discussion of major milestones	Pages 14-15 in proposal plus Milestones in Appendix B (evaluation and assessment)
Also include Review Criteria		

Logic Model—Problem: Documenting & Understanding Changing Water Quality in NM Streams/Rivers Affected by Snowmelt Runoff

RESOURCES	ACTIVITIES	OUTPUTS	SHORT- AND LONG-TERM OUTCOMES	IMPACT
In order to accomplish our set of activities we will need the following:	***In order to address our problem or asset we will accomplish the following activities:***	***We expect that once accomplished these activities will produce the following evidence or service delivery:***	***We expect that if accomplished these activities will lead to the following changes in 1-3 and then 4-6 years:***	***We expect that if accomplished these activities will lead to the following changes in 7-10 years:***
• Funding for *in situ* water quality sensing system ($__,000) • Support for graduate and/or undergraduate student(s) to install and monitor systems, and to integrate and synthesize results • Established "Climate Change" web site for dissemination of results	• Specify system requirements • Purchase sensor system • Install, test and calibrate sensors • Develop and implement maintenance and operations plan • Develop database schema and QA/QC plan and make data available via web	• # locations instrumented • # megabytes available and online • # theses based on data • # publications based on data • # presentations at National meetings	• Increased use of water quality portion of web site • Increase in number of streams instrumented with water quality sensor systems • Increase in externally funded research projects focused on water quality questions	• Incorporation of water quality info into State water monitoring and mgmnt plans • Incorporation of water quality info into education exhibits and State curricula and teacher training • State-sustained water quality monitoring program

Logic Model—Problem: Creating a Citizenry that is Informed about Climate Change and its Impact on New Mexico's Natural Resources (#1—updating the NMNH&S Climate exhibit)

RESOURCES	ACTIVITIES	OUTPUTS	SHORT- AND LONG-TERM OUTCOMES	IMPACT
In order to accomplish our set of activities we will need the following:	***In order to address our problem or asset we will accomplish the following activities:***	***We expect that once accomplished these activities will produce the following evidence or service delivery:***	***We expect that if accomplished these activities will lead to the following changes in 1-3 and then 4-6 years:***	***We expect that if accomplished these activities will lead to the following changes in 7-10 years:***
• Funding ($ --,000) for *Sphere of Science* infrastructure • Support for 1 workshop that involves climatologists in developing exhibit content	• Specify system requirements •Purchase SoS • Install and customize # SoS content modules • Develop # new SoS content modules focused on NM climate change	• # user visits to SoS • # new content modules	• Increased visitation to climate change exhibit • Independent NSF (e.g., 1 or more ISE grants) and other funding for creation of new content modules and, possibly, the addition of one or more small SoS systems that can travel around State to other museums	• Increased recognition of importance of climate change and its impacts in NM • Increased use of SoS in informal science education throughout State

7 Writing tips:

1. Set aside time for thinking, outlining, and writing during most productive time of day (e.g., 1 hour every day)
2. Make extensive use of outlines (from high to low level)
3. Set manageable goals and sub-goals (e.g., 1 paragraph) and review daily
4. Use google docs for collaborative writing (back up)
5. Version documents with numbers/dates
6. Do boilerplate work during non-productive hours
7. Let others read, review and edit early on and frequently

Your proposal development and writing approaches

Time management and productivity

The most difficult word in the English language ?

no

Time management and productivity

- 7 Lessons from "Getting Things Done" by David Allen
- My approaches:
  - Desktop
  - Calendars
  - To do lists
  - E-mail management
  - File management
- Your approaches

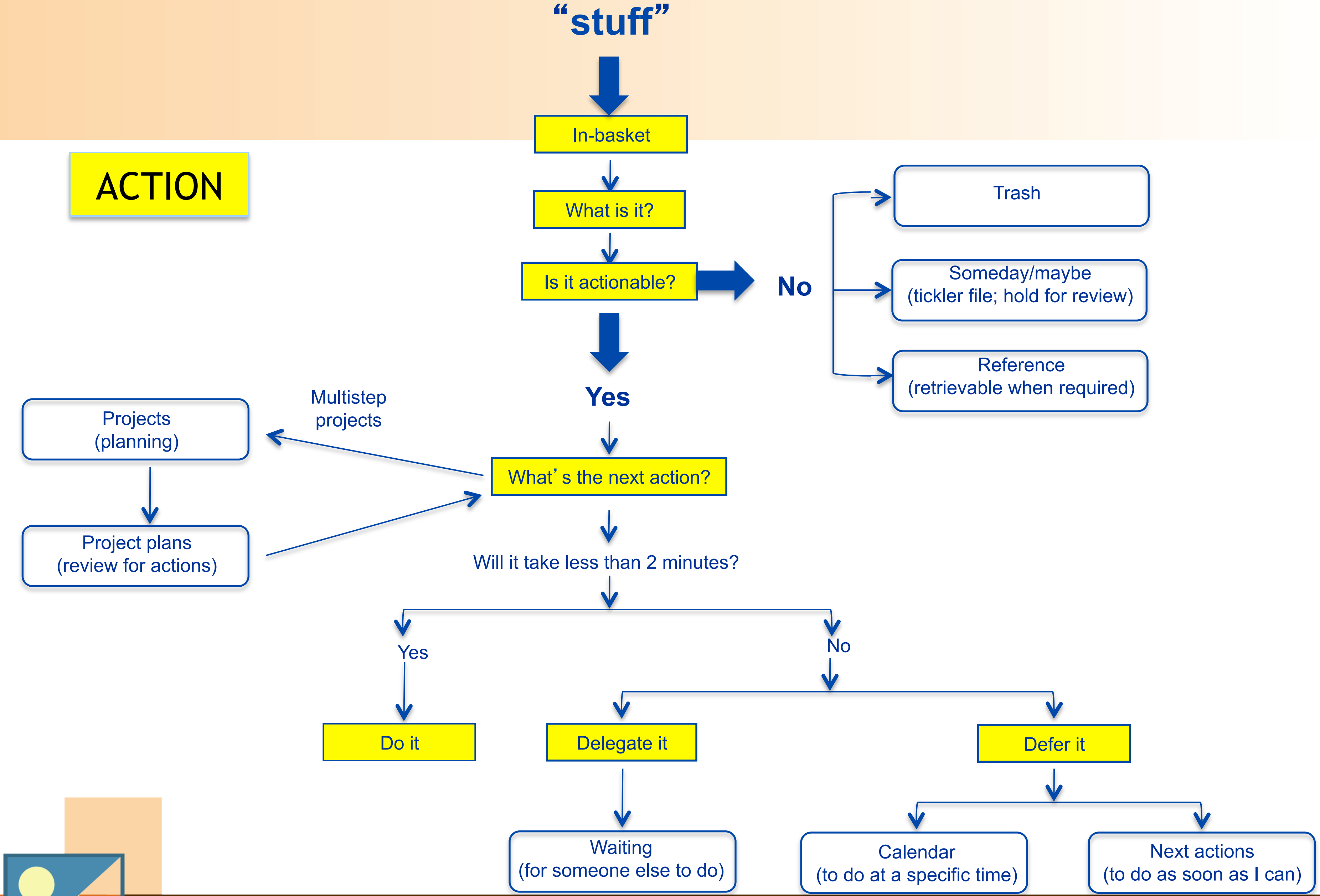
“Getting Things Done”

- Lesson 1 (**prepare**)
  - Set aside time
    - 3 hrs to 1-2 days, initially (***desktop**, one file drawer, room in house, etc.)
    - 1 hr /week, thereafter
  - Get your hardware in place
    - File folders
    - In-boxes or in-baskets
    - List management system
    - Calendaring/scheduling system
  - Create a personal filing system (see 114-117)

"Getting Things Done"

- Lesson 2 (**act**; page 32):
  - Do it
  - Delegate it or
  - Defer it

ACTION



“stuff”

In-basket

What is it?

Is it actionable?

No

- Trash
- Someday/maybe (tickler file; hold for review)
- Reference (retrievable when required)

Yes

What’ s the next action?

Multistep projects

Projects (planning)

Project plans (review for actions)

Will it take less than 2 minutes?

Yes

Do it

No

Delegate it

Waiting (for someone else to do)

Defer it

Calendar (to do at a specific time)

Next actions (to do as soon as I can)

From David Allen – Getting Things Done 2001

“Getting Things Done”

- Lesson 3 (**organize**; pages 139 and 140):
  - Seven types of things to track and manage:
    - “Projects”
    - Project support material
    - Calendared actions and information (e.g., a meeting)
    - “Next actions”
    - “Waiting for” list
    - Reference material
    - “Someday/maybe” list

“Getting Things Done”

- Lesson 4 (**create action reminders**; page 144):
  - Organize actions by context
    - “calls”
    - “at computer”
    - **“errands”**
    - **“office actions”**
    - **“at home”**
    - **“agendas”**
    - **“read/review”**

"Getting Things Done"

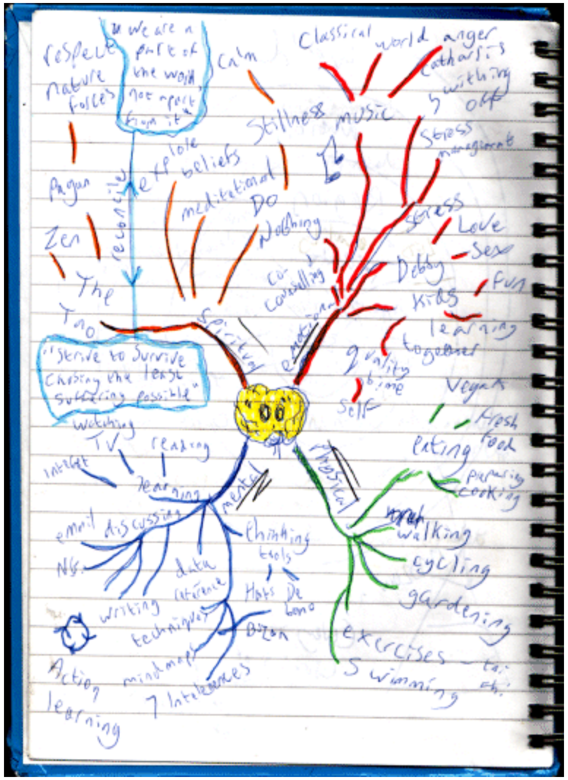
- Lesson 5 (**getting e-mail/in-box to empty**; page 152):
  - Re-use personal filing system approach (e.g., by projects)
  - Add:
    - @ACTION
    - @WAITING FOR
  - See lesson 2 (do it, delegate it, defer it, OR delete it)

“Getting Things Done”

- Lesson 6 (**review weekly**—”empty your head”; page 184):
  - Loose papers—collect in in-box for processing
  - Notes
  - Previous and upcoming calendar
  - Review “projects”
  - Review “next actions”
  - Review “waiting for”
  - Review “someday/maybe” list

"Getting Things Done"

- Lesson 7 (**plan**; page 71):
  - Capture your ideas
    - Mind-mapping is a strategy that works


respect nature forces
we are a part of the world not apart from it
calm
Classical
world anger
catharsis
writing it off
stillness
music
stress management
role
beliefs
meditational
Pagan
Zen
religious
Do nothing
The Tao
counselling
Stress
Love
Sex
Debby
Fun
Kids
learning together
Spirituality
Striving to Survive
Chasing the least suffering possible
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Vegan
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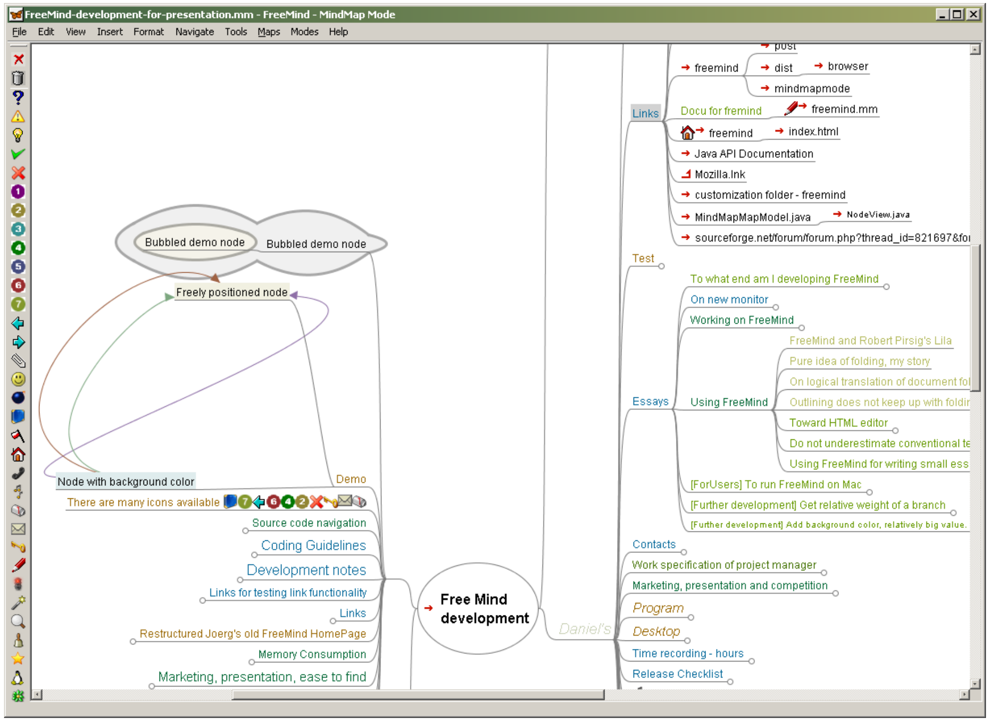
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Links for testing link functionality
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Memory Consumption
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Test
To what end am I developing FreeMind
On new monitor
Working on FreeMind
Essays
Using FreeMind
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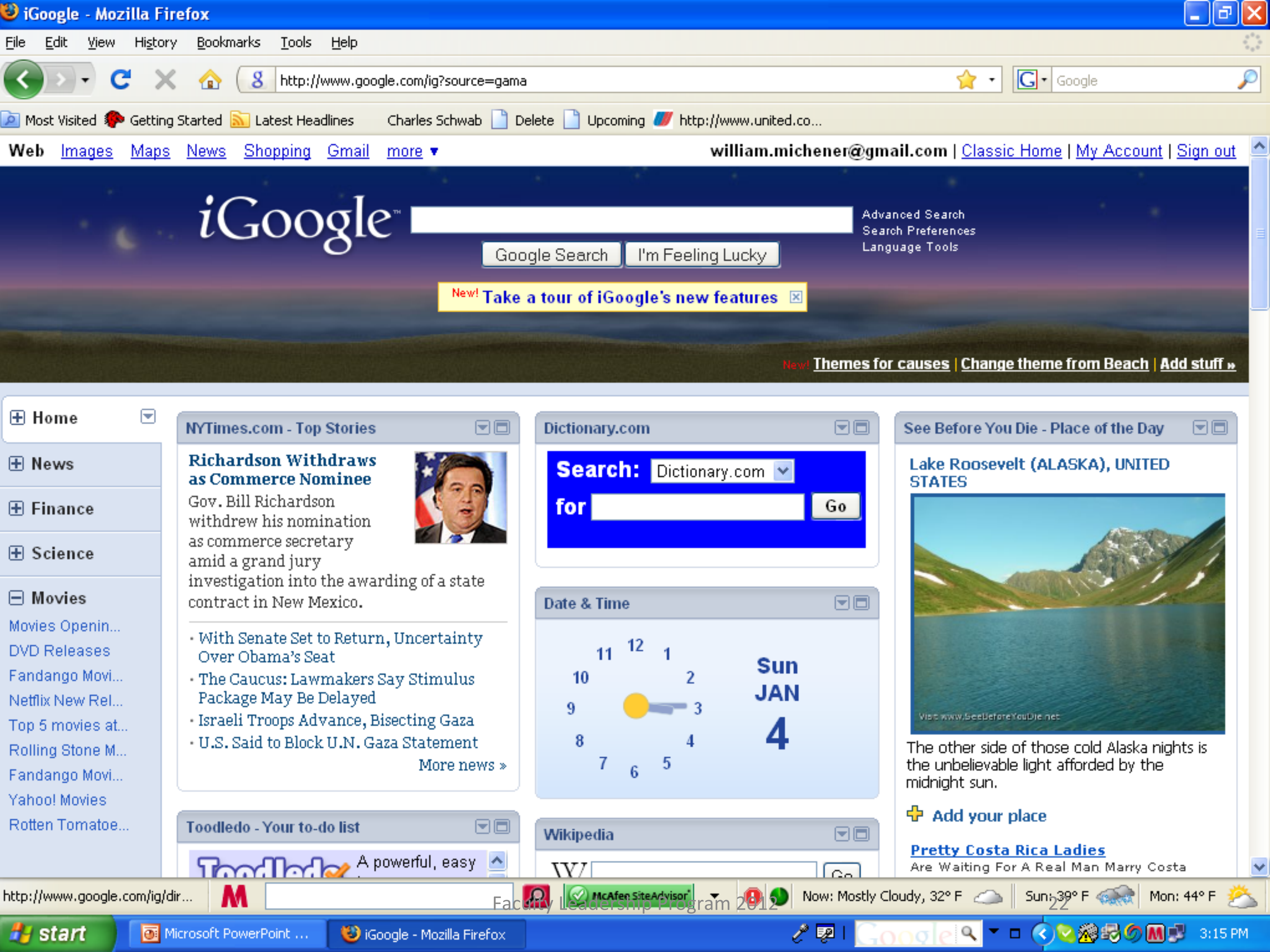
Pure idea of folding, my story
On logical translation of document fo
Outlining does not keep up with foldi
Toward HTML editor
Do not underestimate conventional te
Using FreeMind for writing small ess
[ForUsers] To run FreeMind on Mac
[Further development] Get relative weight of a branch
[Further development] Add background color, relatively big value.
Contacts
Work specification of project manager
Marketing, presentation and competition
Program
Desktop
Time recording - hours
Release Checklist

"Getting Things Done"

1. Prepare
2. Act
3. Organize
4. Create action reminders
5. Empty your inbox (get email to empty)
6. Empty your head (review weekly)
7. Plan

My approaches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Delete
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william.michener@gmail.com | Classic Home | My Account | Sign out
iGoogle
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Search Preferences
Language Tools
Google Search
I'm Feeling Lucky
New! Take a tour of iGoogle's new features
New! Themes for causes | Change theme from Beach | Add stuff »
Home
News
Finance
Science
Movies
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DVD Releases
Fandango Movi...
Netflix New Rel...
Top 5 movies at...
Rolling Stone M...
Fandango Movi...
Yahoo! Movies
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NYTimes.com - Top Stories
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See Before You Die - Place of the Day
Visit www.SeeBeforeYouDie.net
Add your place
Toodledo - Your to-do list
Wikipedia
Go
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Now: Mostly Cloudy, 32° F
Sun: 39° F
Mon: 44° F
start
Microsoft PowerPoint ...
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3:15 PM

Richardson Withdraws as Commerce Nominee

Gov. Bill Richardson withdrew his nomination as commerce secretary amid a grand jury investigation into the awarding of a state contract in New Mexico.

- With Senate Set to Return, Uncertainty Over Obama's Seat
- The Caucus: Lawmakers Say Stimulus Package May Be Delayed
- Israeli Troops Advance, Bisecting Gaza
- U.S. Said to Block U.N. Gaza Statement

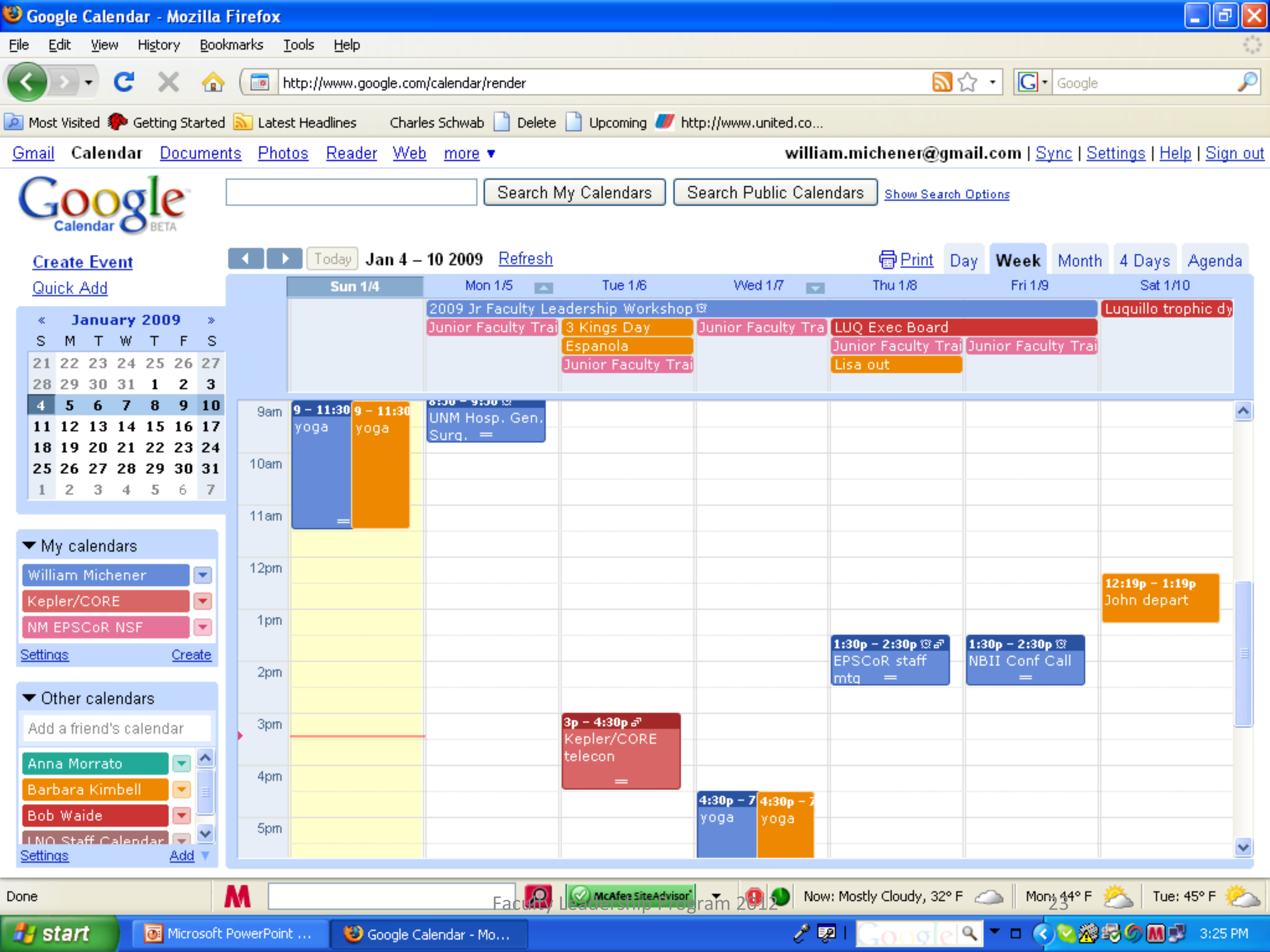
More news »

Lake Roosevelt (ALASKA), UNITED STATES

The other side of those cold Alaska nights is the unbelievable light afforded by the midnight sun.

Pretty Costa Rica Ladies
Are Waiting For A Real Man Marry Costa

Toodledo A powerful, easy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Most Visited
Getting Started
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Upcoming
http://www.united.co...
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william.michener@gmail.com | Sync | Settings | Help | Sign out
Google Calendar BETA
Search My Calendars
Search Public Calendars
Show Search Options
Create Event
Quick Add
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My calendars
Settings
Create
Other calendars
Add a friend's calendar
Settings
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Done
McAfee SiteAdvisor
start
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Jan 4 – 10 2009

Time	Sun 1/4	Mon 1/5	Tue 1/6	Wed 1/7	Thu 1/8	Fri 1/9	Sat 1/10
All day		2009 Jr Faculty Leadership Workshop Junior Faculty Trai	3 Kings Day Espanola Junior Faculty Trai	Junior Faculty Tra	LUQ Exec Board Junior Faculty Trai Lisa out	Junior Faculty Trai	Luquillo trophic dy
9am	9 – 11:30 yoga 9 – 11:30 yoga	8:30 – 9:30 UNM Hosp. Gen. Surg.					
12pm							12:19p – 1:19p John depart
1pm					1:30p – 2:30p EPSCoR staff mtg	1:30p – 2:30p NBII Conf Call	
3pm			3p – 4:30p Kepler/CORE telecon				
4pm				4:30p – 7 yoga 4:30p – 7 yoga			

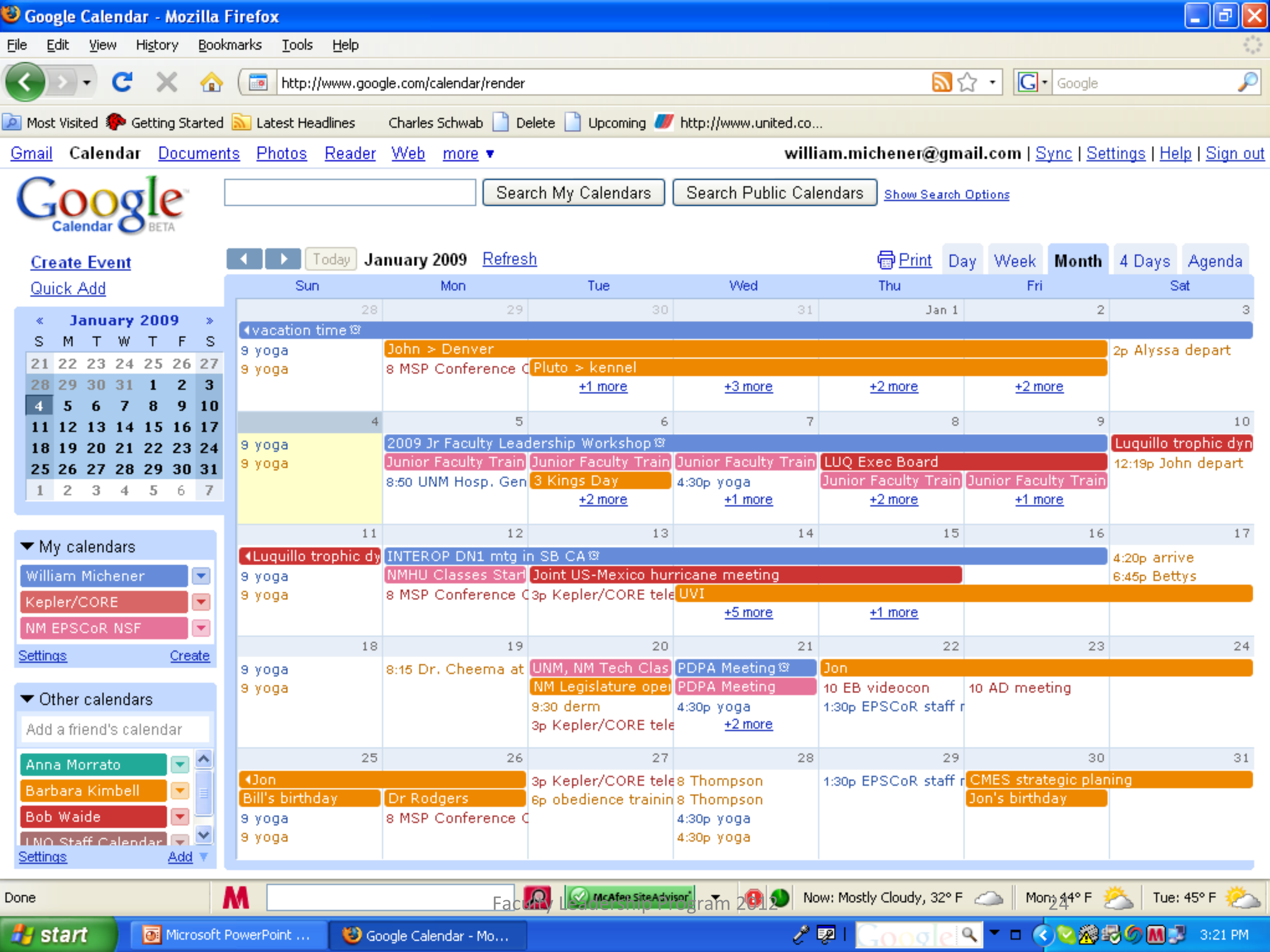
January 2009

S	M	T	W	T	F	S
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

My calendars:
- William Michener
- Kepler/CORE
- NM EPSCoR NSF

Other calendars:
- Anna Morrato
- Barbara Kimbell
- Bob Waide
- LNO Staff Calendar

Now: Mostly Cloudy, 32° F   Mon: 44° F   Tue: 45° F



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Gmail Calendar Documents Photos Reader Web more ▾
william.michener@gmail.com | Sync | Settings | Help | Sign out
Google Calendar BETA
Search My Calendars
Search Public Calendars
Show Search Options
Create Event
Quick Add
Today
January 2009
Refresh
Print
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Week
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4 Days
Agenda
« January 2009 »
My calendars
William Michener
Kepler/CORE
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Add a friend's calendar
Anna Morrato
Barbara Kimbell
Bob Waide
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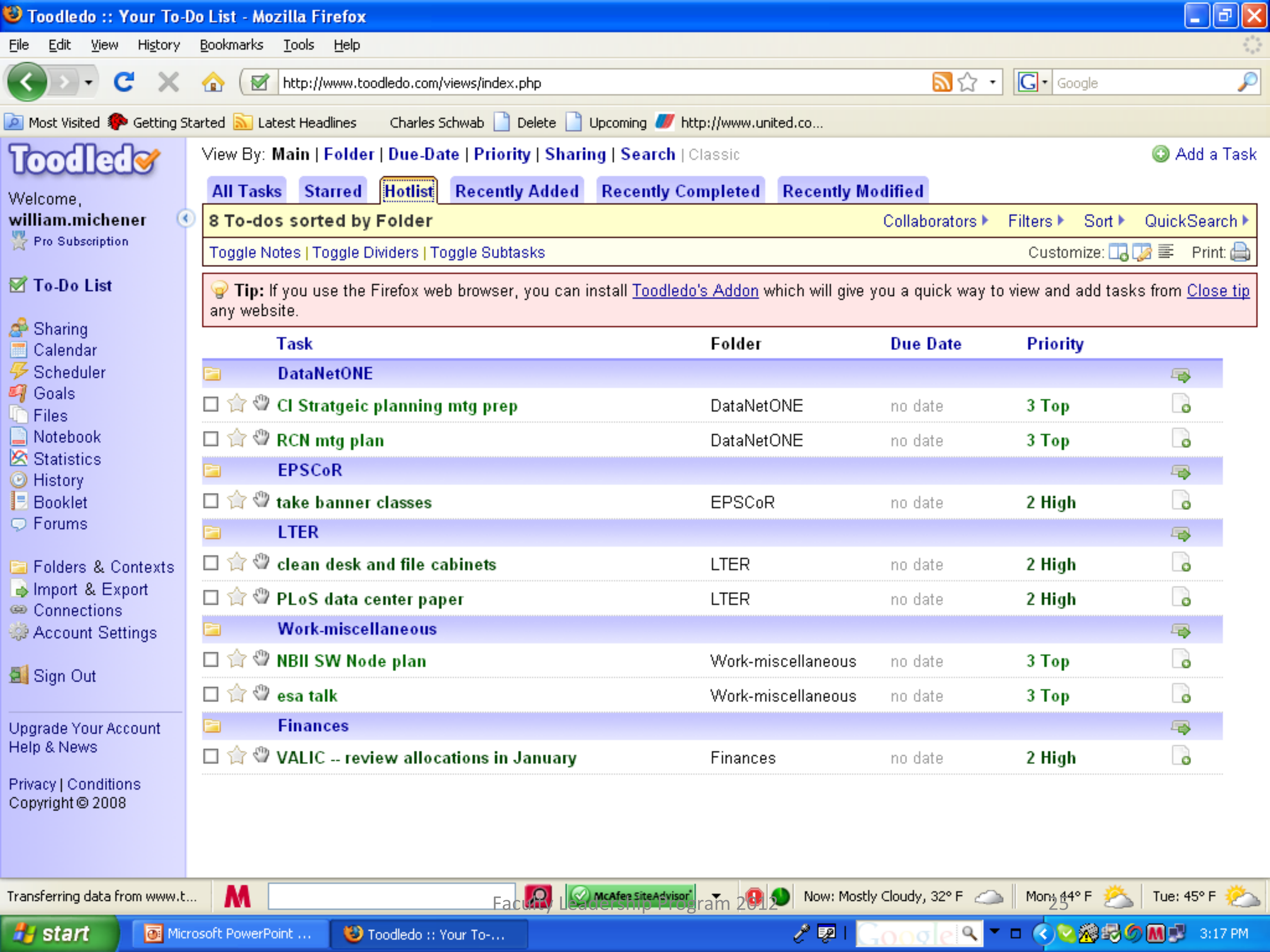
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 vacation time 9 yoga 9 yoga	29 John > Denver 8 MSP Conference C	30 Pluto > kennel +1 more	31 +3 more	Jan 1 +2 more	2 +2 more	3 2p Alyssa depart
4 9 yoga 9 yoga	5 2009 Jr Faculty Leadership Workshop Junior Faculty Train 8:50 UNM Hosp. Gen	6 Junior Faculty Train 3 Kings Day +2 more	7 Junior Faculty Train 4:30p yoga +1 more	8 LUQ Exec Board Junior Faculty Train +2 more	9 Junior Faculty Train +1 more	10 Luquillo trophic dyn 12:19p John depart
11 Luquillo trophic dy 9 yoga 9 yoga	12 INTEROP DN1 mtg in SB CA NMHU Classes Start 8 MSP Conference C	13 Joint US-Mexico hurricane meeting 3p Kepler/CORE tele	14 UVI +5 more	15 +1 more	16	17 4:20p arrive 6:45p Bettys
18 9 yoga 9 yoga	19 8:15 Dr. Cheema at	20 UNM, NM Tech Clas NM Legislature ope 9:30 derm 3p Kepler/CORE tele	21 PDPA Meeting PDPA Meeting 4:30p yoga +2 more	22 Jon 10 EB videocon 1:30p EPSCoR staff r	23 10 AD meeting	24
25 Jon Bill's birthday 9 yoga 9 yoga	26 Dr Rodgers 8 MSP Conference C	27 3p Kepler/CORE tele 6p obedience trainin	28 8 Thompson 8 Thompson 4:30p yoga 4:30p yoga	29 1:30p EPSCoR staff r	30 CMES strategic planing Jon's birthday	31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Scheduler
Goals
Files
Notebook
Statistics
History
Booklet
Forums
Folders & Contexts
Import & Export
Connections
Account Settings
Sign Out
Upgrade Your Account
Help & News
Privacy | Conditions
Copyright © 2008
View By: Main | Folder | Due-Date | Priority | Sharing | Search | Classic
Add a Task
All Tasks
Starred
Hotlist
Recently Added
Recently Completed
Recently Modified
8 To-dos sorted by Folder
Collaborators
Filters
Sort
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Transferring data from www.t...
McAfee SiteAdvisor
Now: Mostly Cloudy, 32° F
Mon: 44° F
Tue: 45° F
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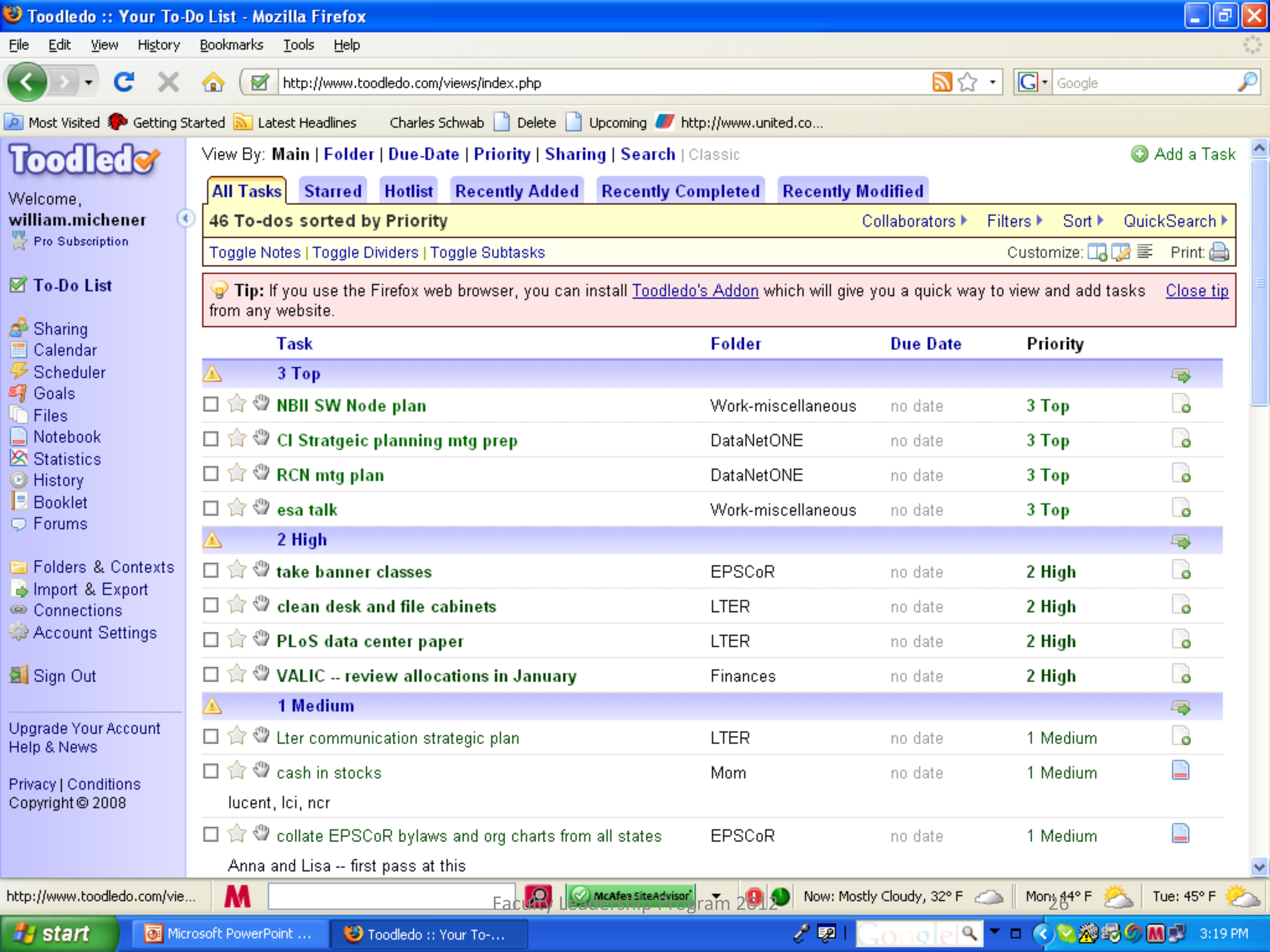
Toodledo :: Your To-...
3:17 PM

Tip: If you use the Firefox web browser, you can install Toodledo's Addon which will give you a quick way to view and add tasks from any website. Close tip

Task	Folder	Due Date	Priority
DataNetONE			
☐ CI Stratgeic planning mtg prep	DataNetONE	no date	3 Top
☐ RCN mtg plan	DataNetONE	no date	3 Top
EPSCoR			
☐ take banner classes	EPSCoR	no date	2 High
LTER			
☐ clean desk and file cabinets	LTER	no date	2 High
☐ PLoS data center paper	LTER	no date	2 High
Work-miscellaneous			
☐ NBII SW Node plan	Work-miscellaneous	no date	3 Top
☐ esa talk	Work-miscellaneous	no date	3 Top
Finances			
☐ VALIC -- review allocations in January	Finances	no date	2 High


Toodledo :: Your To-Do List - Mozilla Firefox
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http://www.toodledo.com/views/index.php
Google
Most Visited
Getting Started
Latest Headlines
Charles Schwab
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To-Do List
Sharing
Calendar
Scheduler
Goals
Files
Notebook
Statistics
History
Booklet
Forums
Folders & Contexts
Import & Export
Connections
Account Settings
Sign Out
Upgrade Your Account
Help & News
Privacy | Conditions
Copyright © 2008
View By: Main | Folder | Due-Date | Priority | Sharing | Search | Classic
Add a Task
All Tasks
Starred
Hotlist
Recently Added
Recently Completed
Recently Modified
Collaborators
Filters
Sort
QuickSearch
Toggle Notes | Toggle Dividers | Toggle Subtasks
Customize:
Print:
Close tip
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Now: Mostly Cloudy, 32° F
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Tue: 45° F
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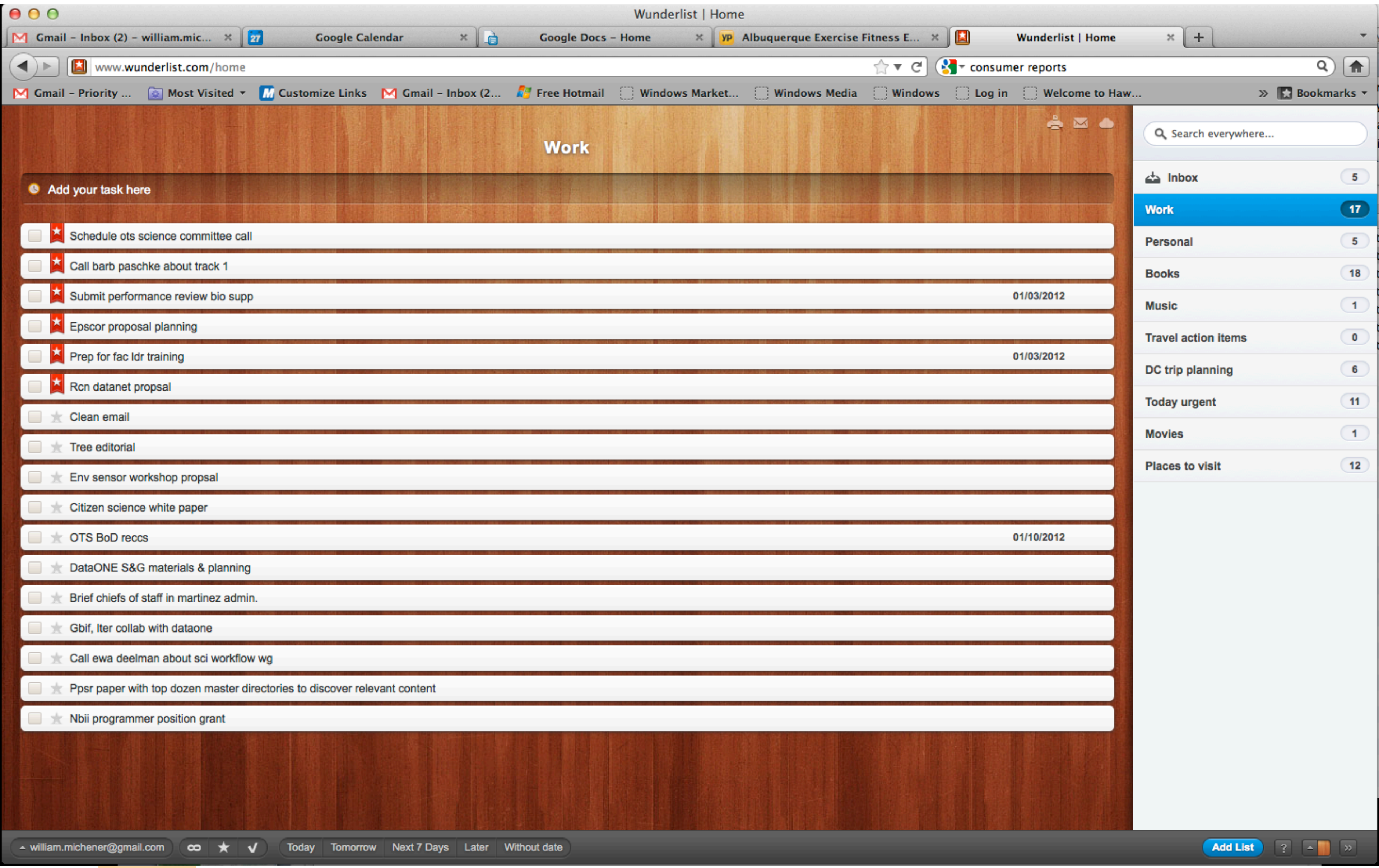
46 To-dos sorted by Priority

Tip: If you use the Firefox web browser, you can install Toodledo's Addon which will give you a quick way to view and add tasks from any website.

Task	Folder	Due Date	Priority
3 Top			
☐ NBII SW Node plan	Work-miscellaneous	no date	3 Top
☐ CI Stratgeic planning mtg prep	DataNetONE	no date	3 Top
☐ RCN mtg plan	DataNetONE	no date	3 Top
☐ esa talk	Work-miscellaneous	no date	3 Top
2 High			
☐ take banner classes	EPSCoR	no date	2 High
☐ clean desk and file cabinets	LTER	no date	2 High
☐ PLoS data center paper	LTER	no date	2 High
☐ VALIC -- review allocations in January	Finances	no date	2 High
1 Medium			
☐ Lter communication strategic plan	LTER	no date	1 Medium
☐ cash in stocks lucent, lci, ncr	Mom	no date	1 Medium
☐ collate EPSCoR bylaws and org charts from all states Anna and Lisa -- first pass at this	EPSCoR	no date	1 Medium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Google Calendar
Google Docs – Home
Albuquerque Exercise Fitness E...
Wunderlist | Home
www.wunderlist.com/home
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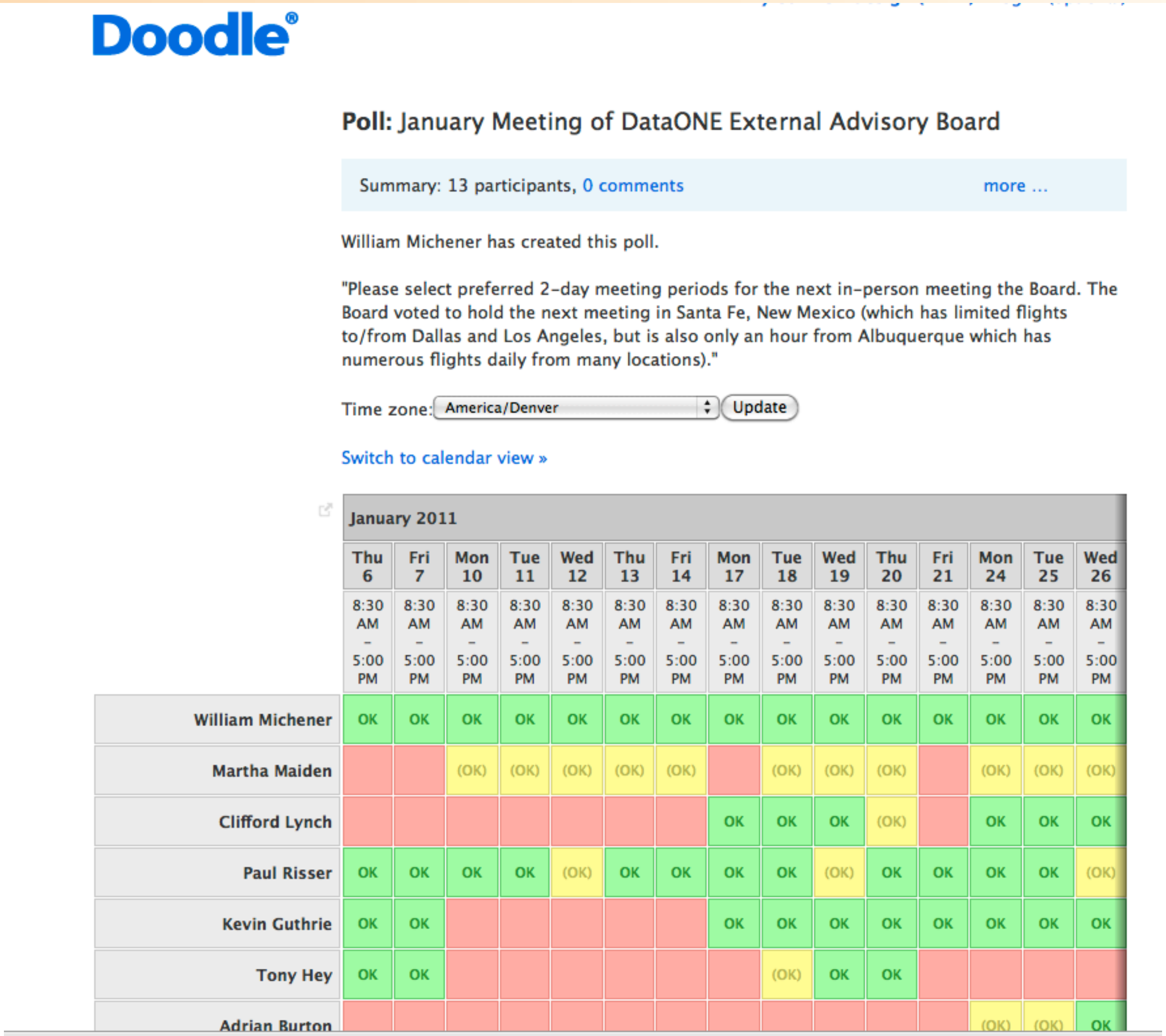
Most Visited
Customize Links
Gmail – Inbox (2...
Free Hotmail
Windows Market...
Windows Media
Windows
Log in
Welcome to Haw...
Bookmarks
Search everywhere...
Add your task here
william.michener@gmail.com
Today
Tomorrow
Next 7 Days
Later
Without date
Add List

Work

- ☐ ★ Schedule ots science committee call
- ☐ ★ Call barb paschke about track 1
- ☐ ★ Submit performance review bio supp 01/03/2012
- ☐ ★ Epscor proposal planning
- ☐ ★ Prep for fac ldr training 01/03/2012
- ☐ ★ Rcn datanet propsal
- ☐ ☆ Clean email
- ☐ ☆ Tree editorial
- ☐ ☆ Env sensor workshop propsal
- ☐ ☆ Citizen science white paper
- ☐ ☆ OTS BoD reccs 01/10/2012
- ☐ ☆ DataONE S&G materials & planning
- ☐ ☆ Brief chiefs of staff in martinez admin.
- ☐ ☆ Gbif, lter collab with dataone
- ☐ ☆ Call ewa deelman about sci workflow wg
- ☐ ☆ Ppsr paper with top dozen master directories to discover relevant content
- ☐ ☆ Nbii programmer position grant

Inbox	5
Work	17
Personal	5
Books	18
Music	1
Travel action items	0
DC trip planning	6
Today urgent	11
Movies	1
Places to visit	12

Doodle



Doodle®

Poll: January Meeting of DataONE External Advisory Board

Summary: 13 participants, 0 comments　more ...

William Michener has created this poll.

"Please select preferred 2-day meeting periods for the next in-person meeting the Board. The Board voted to hold the next meeting in Santa Fe, New Mexico (which has limited flights to/from Dallas and Los Angeles, but is also only an hour from Albuquerque which has numerous flights daily from many locations)."

Time zone: America/Denver　Update

Switch to calendar view »

January 2011															
	Thu 6	Fri 7	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Mon 24	Tue 25	Wed 26
	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM	8:30 AM – 5:00 PM
William Michener	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Martha Maiden	🟥	🟥	(OK)	(OK)	(OK)	(OK)	(OK)	🟥	(OK)	(OK)	(OK)	🟥	(OK)	(OK)	(OK)
Clifford Lynch	🟥	🟥	🟥	🟥	🟥	🟥	🟥	OK	OK	OK	(OK)	🟥	OK	OK	OK
Paul Risser	OK	OK	OK	OK	(OK)	OK	OK	OK	OK	(OK)	OK	OK	OK	OK	(OK)
Kevin Guthrie	OK	OK	🟥	🟥	🟥	🟥	🟥	OK	OK	OK	OK	OK	OK	OK	OK
Tony Hey	OK	OK	🟥	🟥	🟥	🟥	🟥	🟥	(OK)	OK	OK	🟥	🟥	🟥	🟥
Adrian Burton	🟥	🟥	🟥	🟥	🟥	🟥	🟥	🟥	🟥	🟥	🟥	🟥	(OK)	(OK)	OK

Email productivity

- Schedule uninterrupted time to deal with email
  - Process 1 item at a time starting at the top (or bottom)
- Reduce the amount of time you spend on email
  - 1, 2, or 3X per day
- 4 D's
  - Delete it, Do it, Delegate it, Defer it
- Reduce the amount of incoming email
  - Unsubscribe to any email lists that lack value
  - Filter and prioritize emails
    - Set up a logical folder reference system

      Action_January2012

      @Project_Ecology paper

Email etiquette

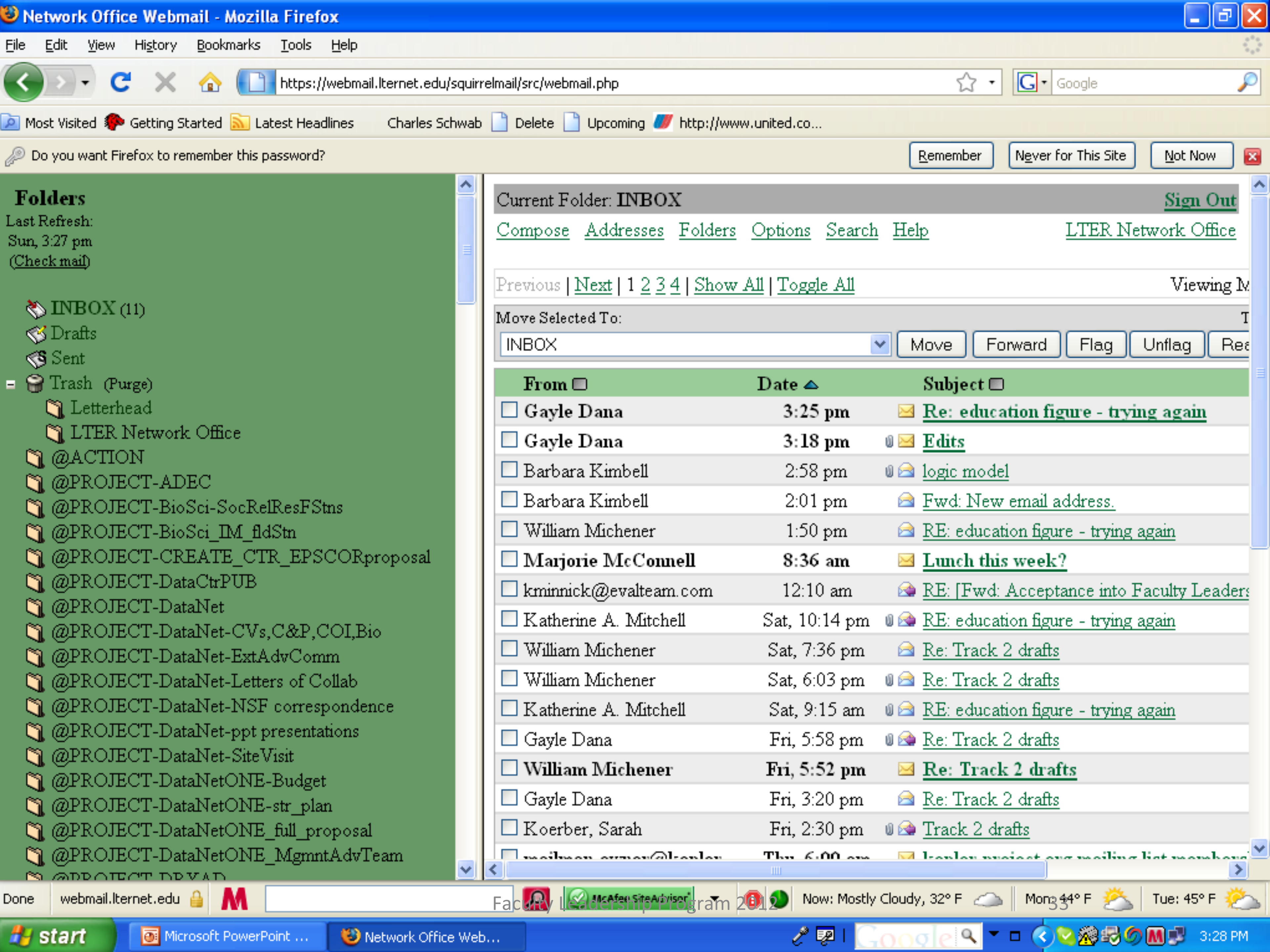
1. Use a descriptive subject
   a) "Status of DataONE annual report 2012"
   b) "Executive team meeting January 12, 2012"
2. Answer swiftly
3. Be concise and to the point
4. Use proper spelling, grammar, and punctuation
5. Use proper format
6. Do not write in CAPITALS
7. Don't leave out message thread
8. Read the email before you send it

Email etiquette

9. Do not overuse "Reply to All"
10. For mailings, use the "bcc" field
11. Minimize use (be mindful of) abbreviations and emoticons
12. Do not forward chain letters, virus hoaxes, and spam
13. Do not request delivery and read receipts
14. Do not copy a message or attachment without permission
15. Do not use email to discuss confidential information
16. Avoid long sentences

Email etiquette

17. Never send or forward email containing libelous, defamatory, offensive, racist, sexist, or obscene remarks
18. Keep language gender neutral
19. Don’t reply to spam
20. Use cc: field sparingly
21. Make it personal
22. Do not overuse high priority option



Network Office Webmail - Mozilla Firefox
File Edit View History Bookmarks Tools Help
https://webmail.lternet.edu/squirrelmail/src/webmail.php
Google
Most Visited Getting Started Latest Headlines Charles Schwab Delete Upcoming http://www.united.co...
Remember
Never for This Site
Not Now
Compose Addresses Folders Options Search Help
LTER Network Office
Sign Out
Previous | Next | 1 2 3 4 | Show All | Toggle All
Viewing M
Move
Forward
Flag
Unflag
Done
webmail.lternet.edu
McAfee SiteAdvisor
Now: Mostly Cloudy, 32° F
Mon: 44° F
Tue: 45° F
start
Microsoft PowerPoint ...
Network Office Web...
3:28 PM

Do you want Firefox to remember this password?

Folders
Last Refresh:
Sun, 3:27 pm
(Check mail)

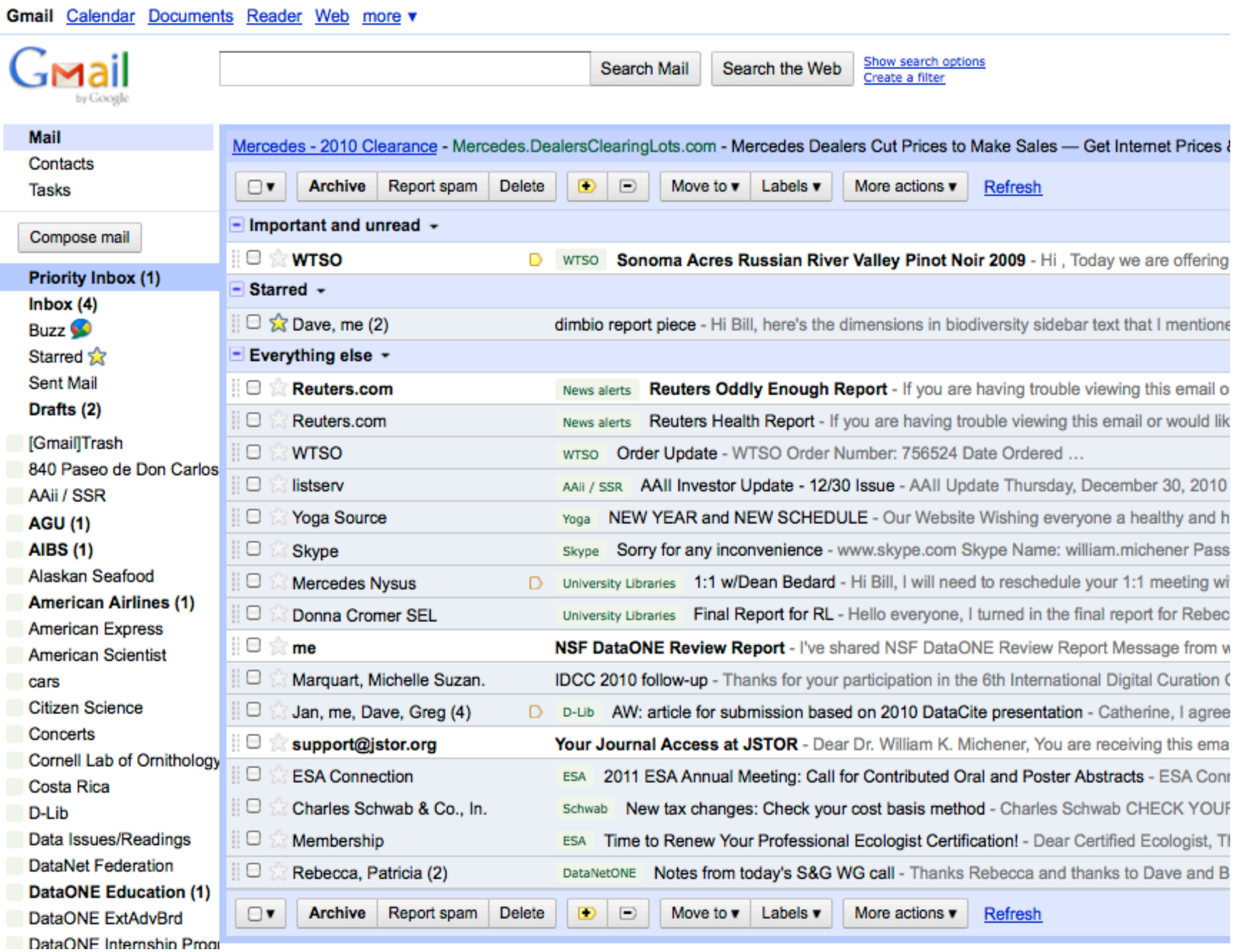
INBOX (11)
Drafts
Sent
Trash (Purge)
Letterhead
LTER Network Office
@ACTION
@PROJECT-ADEC
@PROJECT-BioSci-SocRelResFStns
@PROJECT-BioSci_IM_fldStn
@PROJECT-CREATE_CTR_EPSCORproposal
@PROJECT-DataCtrPUB
@PROJECT-DataNet
@PROJECT-DataNet-CVs,C&P,COI,Bio
@PROJECT-DataNet-ExtAdvComm
@PROJECT-DataNet-Letters of Collab
@PROJECT-DataNet-NSF correspondence
@PROJECT-DataNet-ppt presentations
@PROJECT-DataNet-SiteVisit
@PROJECT-DataNetONE-Budget
@PROJECT-DataNetONE-str_plan
@PROJECT-DataNetONE_full_proposal
@PROJECT-DataNetONE_MgmntAdvTeam

Current Folder: INBOX

Move Selected To: INBOX

	From	Date	Subject
☐	**Gayle Dana**	**3:25 pm**	**Re: education figure - trying again**
☐	**Gayle Dana**	**3:18 pm**	**Edits**
☐	Barbara Kimbell	2:58 pm	logic model
☐	Barbara Kimbell	2:01 pm	Fwd: New email address.
☐	William Michener	1:50 pm	RE: education figure - trying again
☐	**Marjorie McConnell**	**8:36 am**	**Lunch this week?**
☐	kminnick@evalteam.com	12:10 am	RE: [Fwd: Acceptance into Faculty Leaders
☐	Katherine A. Mitchell	Sat, 10:14 pm	RE: education figure - trying again
☐	William Michener	Sat, 7:36 pm	Re: Track 2 drafts
☐	William Michener	Sat, 6:03 pm	Re: Track 2 drafts
☐	Katherine A. Mitchell	Sat, 9:15 am	RE: education figure - trying again
☐	Gayle Dana	Fri, 5:58 pm	Re: Track 2 drafts
☐	**William Michener**	**Fri, 5:52 pm**	**Re: Track 2 drafts**
☐	Gayle Dana	Fri, 3:20 pm	Re: Track 2 drafts
☐	Koerber, Sarah	Fri, 2:30 pm	Track 2 drafts

Filtering of email


Gmail Calendar Documents Reader Web more ▾
Gmail by Google
Search Mail
Search the Web
Show search options
Create a filter
Mail
Contacts
Tasks
Compose mail
Priority Inbox (1)
Inbox (4)
Buzz
Starred
Sent Mail
Drafts (2)
[Gmail]Trash
840 Paseo de Don Carlos
AAii / SSR
AGU (1)
AIBS (1)
Alaskan Seafood
American Airlines (1)
American Express
American Scientist
cars
Citizen Science
Concerts
Cornell Lab of Ornithology
Costa Rica
D-Lib
Data Issues/Readings
DataNet Federation
DataONE Education (1)
DataONE ExtAdvBrd
DataONE Internship Progr
☐▾ Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾ Refresh

Mercedes - 2010 Clearance - Mercedes.DealersClearingLots.com - Mercedes Dealers Cut Prices to Make Sales — Get Internet Prices &

Important and unread

- ☐ **WTSO** — WTSO — **Sonoma Acres Russian River Valley Pinot Noir 2009** - Hi , Today we are offering

Starred

- ☐ ☆ Dave, me (2) — dimbio report piece - Hi Bill, here's the dimensions in biodiversity sidebar text that I mentione

Everything else

- ☐ **Reuters.com** — News alerts — **Reuters Oddly Enough Report** - If you are having trouble viewing this email o
- ☐ Reuters.com — News alerts — Reuters Health Report - If you are having trouble viewing this email or would lik
- ☐ WTSO — WTSO — Order Update - WTSO Order Number: 756524 Date Ordered ...
- ☐ listserv — AAii / SSR — AAII Investor Update - 12/30 Issue - AAII Update Thursday, December 30, 2010
- ☐ Yoga Source — Yoga — NEW YEAR and NEW SCHEDULE - Our Website Wishing everyone a healthy and h
- ☐ Skype — Skype — Sorry for any inconvenience - www.skype.com Skype Name: william.michener Pass
- ☐ Mercedes Nysus — University Libraries — 1:1 w/Dean Bedard - Hi Bill, I will need to reschedule your 1:1 meeting wi
- ☐ Donna Cromer SEL — University Libraries — Final Report for RL - Hello everyone, I turned in the final report for Rebec
- ☐ **me** — **NSF DataONE Review Report** - I've shared NSF DataONE Review Report Message from w
- ☐ Marquart, Michelle Suzan. — IDCC 2010 follow-up - Thanks for your participation in the 6th International Digital Curation C
- ☐ Jan, me, Dave, Greg (4) — D-Lib — AW: article for submission based on 2010 DataCite presentation - Catherine, I agree
- ☐ **support@jstor.org** — **Your Journal Access at JSTOR** - Dear Dr. William K. Michener, You are receiving this ema
- ☐ ESA Connection — ESA — 2011 ESA Annual Meeting: Call for Contributed Oral and Poster Abstracts - ESA Conn
- ☐ Charles Schwab & Co., In. — Schwab — New tax changes: Check your cost basis method - Charles Schwab CHECK YOUR
- ☐ Membership — ESA — Time to Renew Your Professional Ecologist Certification! - Dear Certified Ecologist, Th
- ☐ Rebecca, Patricia (2) — DataNetONE — Notes from today's S&G WG call - Thanks Rebecca and thanks to Dave and B

File management

- 1 folder per hanger
- Printed labels
- Purge dead folders 1X per year

Your time management and productivity approaches