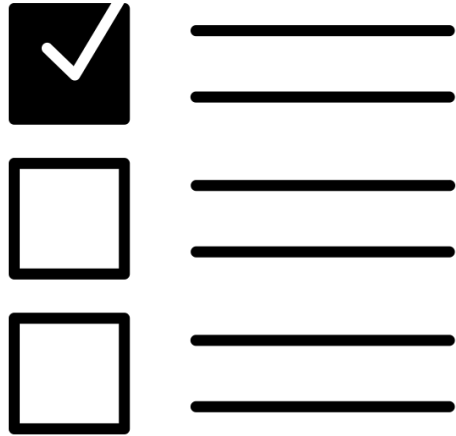


Getting Organized in the New Year

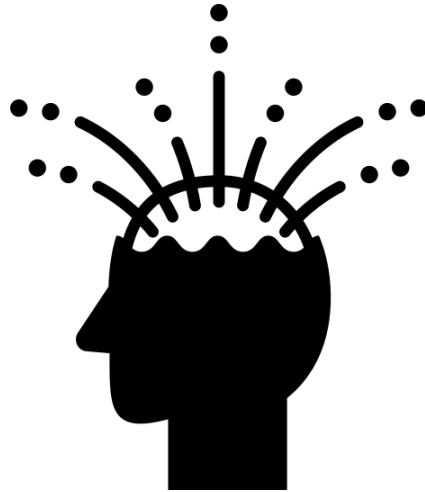
Sarah Prosnor, Instructional Designer
School of Life Sciences



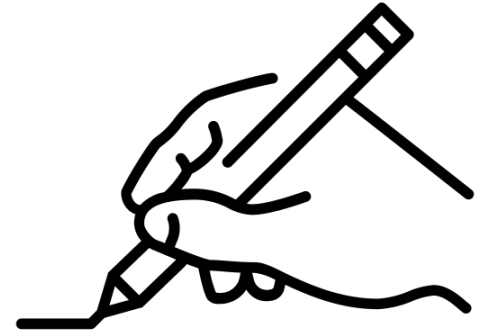
About me...



Created by ArtWorkLeaf
from Noun Project



Created by Andrew Doane
from Noun Project



Created by Blair Adams
from Noun Project

Agenda



1. What is organized?
2. Format
3. Process
4. Resources

Objective

At the end of the presentation, you will have discovered an organizational format or process to try out for the new year.

**What does it
mean to be
organized?**



Created by amantaka
from Noun Project

Think, pair, share!

What does being organized mean to you?

- A. Tasks
- B. Calendar / schedule
- C. Note-taking
- D. Tracking (projects, goals)
- E. All of the above
- F. Other?

Tasks - Calendar - Notes- Tracking

**What `format` do
you use?**

Format

- 8x10 or 5x7?
- Spiral, disc, or bound?
- Lined, dotted, or grid?
- Daily, weekly, or monthly?
- Digital or paper?
- Professional or personal?





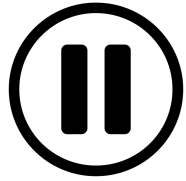
Created by amantaka
from Noun Project

Think, pair, share!

What do you prefer?

- writing it down or typing it?
- digital or paper or both?

Find the **process
that works for
you**



Created by amantaka
from Noun Project

Think, pair, share!

Have you heard of Bullet Journaling or Kanban?



**Note-taking,
star indicates
action.**



**Take notes,
keep forever
in files.**



*"Note-taking: Cornell Method" by mattcornock is licensed under CC BY-NC 2.0
"Removing Paper Files From Box" by Whitefields Document Storage is licensed under CC BY 2.0*

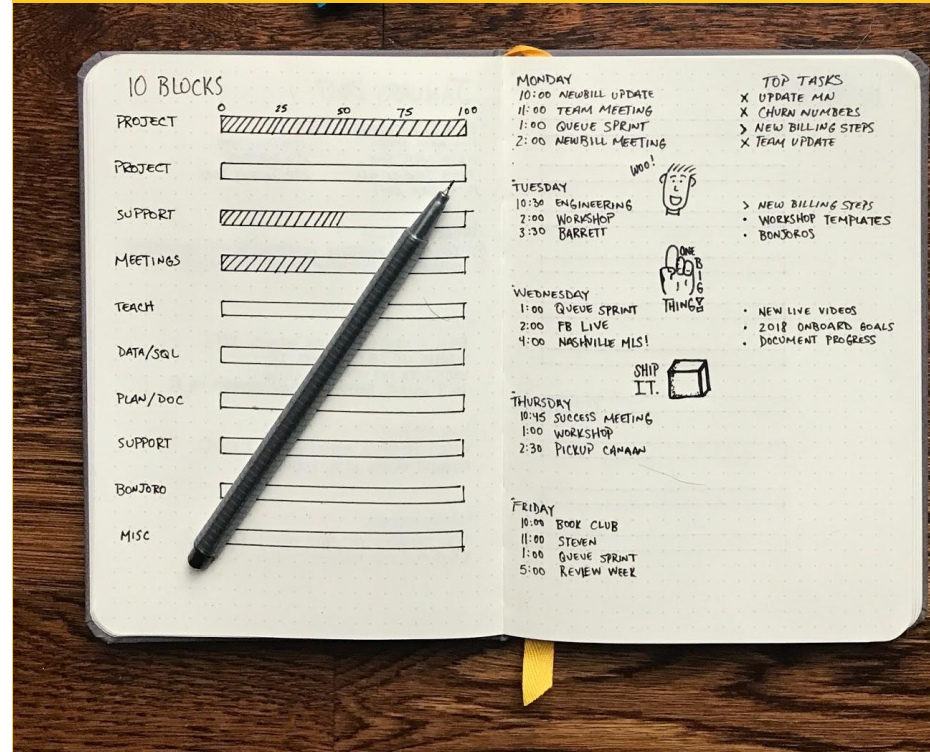
**Endless task
list, needed to
arrange for
priority.**



Kanban method with post-it tasks.



Bullet Journal method with symbols and tracking.



I've gone digital.
iPad Pro with
Pencil.
GoodNotes 5
app.





Created by amantaka
from Noun Project

Think, pair, share!

What organizational format or process do you want to try this year?

Grab a post-it and write it down!

References & Resources

- Bullet Journaling <https://bulletjournal.com/>
- Kan Ban
<https://kanbanize.com/kanban-resources/getting-started/what-is-kanban/>
- Facebook:
 - Bullet Journal Junkies group
 - Minimalist Bullet Journals
- Instagram
 - #digitalbujo

Thanks!

 Find me on Slack!

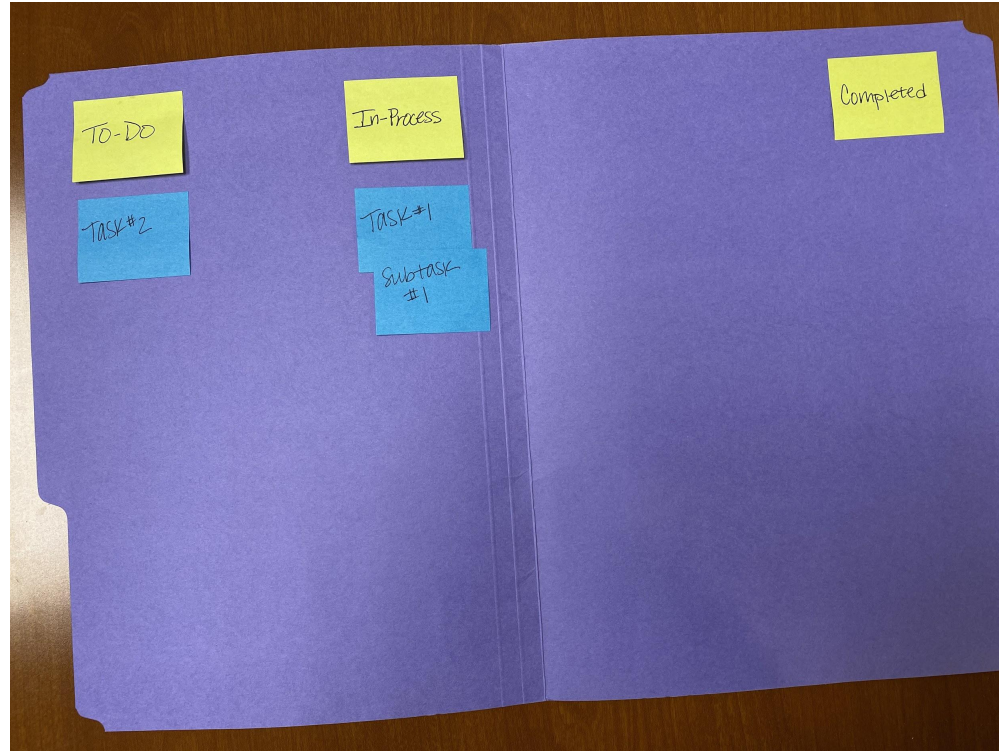
sarah.prosory@asu.edu



Appendix

Images from my organizational system as it evolved!

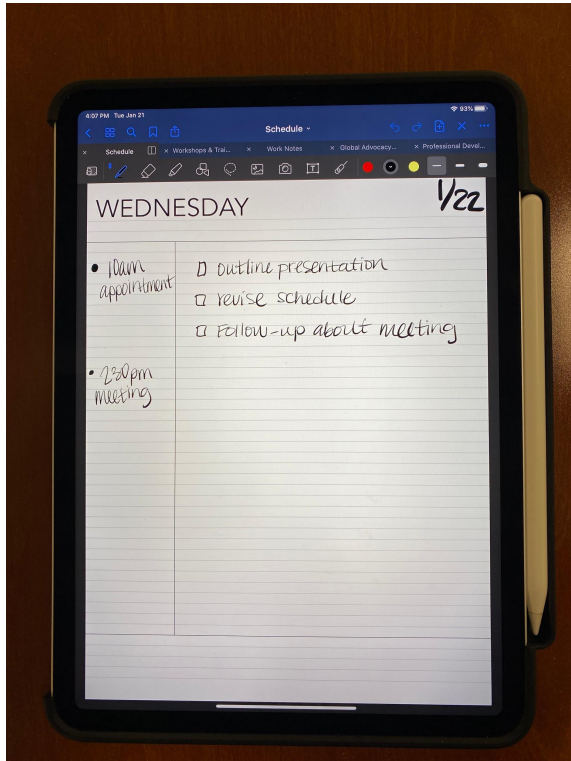
Kanban folder



Appendix

Images from my organizational system as it evolved!

Digital Daily Page



Digital Schedule Notebook

