Top Tech Productivity Tips

Bridge the Gap: Wednesday, March 28

Roger V. Skalbeck, Associate Dean, Richmond Law Library
Summer Survey

Documents
Data
Diagrams
Distractions
Summer Employment Survey
What employers notice + What students experience
Be mindful of how often one is checking one's smartphone and scheduling personal appointments.
Some of the interns we had this year were more interested in looking for Pokemon than building professional relationships - since the legal profession is as much based upon networking as anything, it is discouraging to see bright young law students paying more attention to their smart phones than networking opportunities.
Describe the quality of our student’s *time management*

![Bar chart showing time management quality]

- **High**: 65%
- **Medium**: 18%
- **Low**: 4%
- **No Answer**: 13%

2016 (n=91)
This summer, how much did our student engage in **writing, in general**?

[Types of Work]

- A Lot: 45%
- Some: 38%
- Never: 3%
- No Answer: 13%

(2016 n=91)
This summer, how often did our student prepare *RESEARCH MEMOS*?
Also, attention to detail is greatly needed. Typographic and grammatical errors should be minimal to nonexistent.

When pointed out, they should be corrected throughout a document. Greater emphasis on thoroughness and consistency may be needed.
Outlining and organizing their written work product before starting to really write - thinking about the goals and audience of the piece, the various components, and really focusing on overall organization.

Emphasize how important citations are to reference all facts or propositions.
Documents
Documents
Headings, Structure, Style, Samples
Structured Documents

• Organize your thoughts
• Create visual + structural hierarchy
• Supports “automated” Table of Contents
• Enables navigation features (e.g. for Adobe PDF)
• Saves time
Documents

Live demonstration
ARGUMENT

I. THE TRIAL COURT ERRED WHEN IT REFUSED TO REJECT THE HOLDING OF ANGEL V. COMMONWEALTH.

II. THE TRIAL COURT'S ACTIONS IGNORE THE HOLDINGS OF GRAHAM, MILLER, AND MONTGOMERY.

A. The Holding of Graham v. Florida, As It Relates to Sentencing for a Non-Homicide Offense, Was Not Properly Applied in Mr. Ross's Case.

B. The Trial Court Imposed the Functional Equivalent of a Life Without Parole Sentence When It Sentenced Mr. Ross to Ninety-One (91) Years, Thereby

III. THE TRIAL COURT ERRED WHEN IT FAILED TO MAKE THE
Data
Data
Filter, Focus, Presentation
Excel: Excellent Tool for Filter + Focus

• Excel is not just for calculations
• Sorting and organizing data

• Job applications: Mail Merge
<table>
<thead>
<tr>
<th>Good, Bad and Neutral</th>
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</thead>
<tbody>
<tr>
<td>Normal</td>
</tr>
</tbody>
</table>

**Calculation**
- Check Cell
- Explanatory...
- Input
- Linked Cell
- Note

**Output**
- Warning Text

**Titles and Headings**

<table>
<thead>
<tr>
<th>Heading 1</th>
<th>Heading 2</th>
<th>Heading 3</th>
<th>Heading 4</th>
<th>Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Themed Cell Styles</td>
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<td></td>
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<td>20% - Accent4</td>
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</tbody>
</table>

**Number Format**

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<tr>
<th>Comma</th>
<th>Comma [0]</th>
<th>Currency</th>
<th>Currency [0]</th>
<th>Percent</th>
</tr>
</thead>
</table>

New Cell Style...
Merge Styles...
Lynda.com – Basic + Advanced Tips

- http://lynda.richmond.edu

- Word 2016: Styles in Depth with Gini von Courter
  Learn how to use Word 2016 styles to help save time creating consistent and well-designed documents.
  1h 35m  Intermediate  Aug 15, 2017  Views 44,780

- Word 2016: Mail Merge in Depth with Gini von Courter
  Learn how to merge Word documents, labels, envelopes, and email with Word 2016’s Mail Merge feature. Create personalized letters and emails quickly and easily.
  2h 20m  Intermediate  Mar 01, 2016  Views 121,886
Diagrams
Diagrams
Process Mapping + Visual Explanations
Simple + Free Visualization

Draw.io [https://www.draw.io]

• Map processes
• Visualize relationships
• Flowcharts, diagrams, concepts
Distractions
Distractions
Time, Email, Deadlines
Pomodoro Technique

Six steps:

1. Decide on the task to be done.
2. Set the pomodoro timer (traditionally to 25 minutes).
3. Work on the task.
4. End work when the timer rings and put a checkmark on a piece of paper.
5. If you have less than four checkmarks, take a short break (3–5 minutes), then go to step 2.
6. After four pomodoros, take a longer break (15–30 minutes), reset your checkmark count to zero, then go to step 1.
Pomodoro Apps + Websites

https://tomato-timer.com/
Email Management

- Embrace Office Email Platform
- Filter, folders, follow-up
Questions? Suggestions?

What are your favorite tech productivity tips?
What questions do you have?