

Title	Productivity tools for (young) researchers
Teacher	Andrea Mangiatordi, University of Milano Bicocca
Language	English
Short description	<p>The course main objective is to introduce participants to some productivity tools and techniques that are either closely related to academic work (i.e., managing a personal reference library and staying on top of it) or general-purpose project management techniques, including decluttering tips and a review of personal productivity methods.</p> <p>Pre-existent, unstructured knowledge of the topics of the course will be turned into solid and interconnected understanding of how cloud-based tools can support everyday research activities and basic data management to decrease the risk of (excessive) redundancy in personal information management. Participants will acquire skills related to specific software tools, becoming able to install and configure them, to set up personalized productivity environments in support of their careers as young researchers.</p> <p>Participants will learn how to</p> <ul style="list-style-type: none"> • build their own reference collection; • collaborate with peers, both in real time and asynchronously; • manage and track tasks and time usage, individually or in small groups.
Target audience	PhD students from any Department and branch of the School.
CFU	1,5 CFU
Hours	12
Participants (min/max):	5-50 (since this year the course will be fully online, there is room for more people)
Calendar:	25/11, 9/12, 16/12, 23/12
Notes:	Lessons will be online, streamed through the WebEx app. A dedicated page in the University Elearning platform will be used to communicate with students and to share the lesson recordings and other materials.