



UNIVERSITÀ  
DEGLI STUDI DI MILANO-BICOCCA

## SYLLABUS DEL CORSO

### Productivity tools for (young) researchers

2223-DOTT-MOD15

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#### Title

Productivity tools for (young) researchers

#### Teacher(s)

Andrea Mangiatordi

#### Language

English

#### Short description

##### Objectives

The course main objective is to introduce participants to some personal 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.

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.

Participants will learn how to

- build their own reference collection;
- manage and track tasks and time usage, individually or in small groups;
- collect information in the form of heterogeneous notes and systematically store and manage them;
- orchestrate the use of different web tools to their advantage

### **Target audience**

PhD students from any Department and branch of the School, especially those who feel they could make larger and deeper use of digital technology and who are ready to experience new solutions.

### **Participants**

Min 5 Max 30

### **Notes**

Students are welcome to bring their own devices to class. In case they do not have a laptop, they will receive one from the lab where the course is held, for the sole purpose of using it during class

### **CFU / Hours**

1 CFU / 8 hrs

### **Teaching period**

14/02/2023 9:00 am – 11:00 am RIELab - U16

21/02/2023 9:00 am – 12:00 pm RIELab - U16

28/02/2023 9:00 am – 12:00 pm RIELab - U16

**course registration on “Segreteria online”:** from 30/01/2023 to 10/02/2023

### **Sustainable Development Goals**

QUALITY EDUCATION

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