UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Productivity tools for (young) researchers

2425-102R-06

Title

Productivity tools for (young) researchers

Teacher

Andrea Mangiatordi

Language

English

Short description

The main objective of the course is to introduce participants to some **personal productivity tools and techniques** that are either closely related to academic work (i.e. managing and keeping track of a personal reference library) or general project management techniques, including tips on decluttering and a review of personal productivity methods.

Pre-existing, unstructured knowledge of the course topics will be transformed into a solid and **interconnected understanding of how cloud-based tools can support everyday research activities** and basic data management to reduce the risk of (excessive) redundancy in personal information management. Participants will

acquire skills related to specific software tools and will be able to install and configure them in order to set up personalised productivity environments to support their careers as early-stage researchers.

Participants will learn how to:

- Build their own reference collection;
- Manage and track tasks and time usage, individually or in small groups;
- Collect, systematically store and manage information in the form of electronic notes;
- orchestrate the use of different web tools to their advantage.

Target audience

First-year doctoral students of any course of study. Doctoral students from later years may also participate, although introducing the elements seen in the course after research has already begun may be more difficult. But it's never too late actually :)

Maximum number of participans

Theoretically unlimited.

Assessment method

Feedback from the teacher on a short final paper.

CFU / Hours

8 hours, 1 CFU

Teaching period and mode

In-person lecture: 27/01/25 2.30 - 4.30 U2-08a

The course will be available from December 2024 in *blended* mode, experimentally promoting the P2PU methodology, which essentially consists of leveraging group participation to motivate students to complete the course and submit the final exercise. A synchronous in-person lecture (with the possibility of remote participation) is planned for January.

Each student will be free to access the course, either by following it independently or by creating a group of at least 3 people, to view the video lectures and submit the final exercise.

It will be possible to participate and submit the exercises until April 2025.

course registration on “Segreterie online”: from 14/11/2024 to 28/11/2024

Sustainable Development Goals

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