UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Productivity tools for (young) researchers

2627-102R-18

Title

Productivity tools for (young) researchers

Teacher

Andrea Mangiatordi

Language

English

Short description

EnglishThe 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 AI-based and research oriented 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

Participants will be able to demonstrate their knowledge of the course topics by taking a final online quiz.

CFU / Hours

8 hours, 1 CFU

Teaching period and mode

30/11/26 12.30 - 14.30 U4-01
14/12/26 15.30 - 17.30 U6-01B
11/01/27 15.30 - 17.30 U1-08
18/01/27 15.30 - 17.30 U1-08

The course will begin in November 2026 in hybrid mode. Face-to-face classes will be streamed via Webex and recorded for later reference.
It will be possible to participate and submit the online quiz until March 2027.

course registration on “Segreterie online”: from November 9 to 24, 2026

Sustainable Development Goals

GOOD HEALTH AND WELL-BEING | QUALITY EDUCATION