



Education

# **“Where Did I Put That?”**

## **How To Be an Effective Knowledge Worker**

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- **Problems:**
  - ◆ Have you ever said "where did I put that"?
  - ◆ Do you ever feel like the amount of digital information you have is out of control?
  - ◆ Do you ever feel like you are not as productive as you could be due to the lack of a good digital organization system?
- **The goal of this session is to help alleviate those problems through the sharing of:**
  - ◆ best practices
  - ◆ software tools & devices
  - ◆ tips & tricks
- **In the areas of:**
  - ◆ Personal Productivity
  - ◆ Digital Organization
  - ◆ Digital Communication
- **Objective 1:**
  - ◆ Come away with an understanding of how to better organize your digital information and your workflow.
- **Objective 2:**
  - ◆ Live interactive presentation of many of the concepts & tools.

# Main Concepts Covered

- “Getting Things Done” – David Allen, 2002
- Concept Maps & Mind Maps
- Useful Software Tools
  - ◆ PersonalBrain
  - ◆ MindMeister
  - ◆ Compendium
  - ◆ SpringPad
  - ◆ LaunchBar, Launchy

# Begin Live Presentation

As much of this as possible will be posted at:  
<http://KnowledgeWork.RichRamos.com>

# Thanks!

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