

Teaching Learning Center

KNOCKING OUT YOUR TO-DO LIST

Tim Xerliand's workshop titled 'Work Hackers' provided us with a list of effective ways to accomplish more during our workday. Here are the top ten ways Tim discussed to start crossing things off our lengthy to-do lists.

10 – Managing Files: Organize your desk so you never have to handle the same piece of paper twice. Begin using a three file system with a file labeled review, one labeled archive or to file, and another labeled to do. Anything which doesn't fall into one of these three categories should be able to be thrown away.

9 – Computer Files: Create a 'Junk Drawer' on your desktop where you can move things that must be sorted or saved for later. You may also want to create three additional folders: docs or documents, docs-archived, and multimedia. Filter your files into one of these three folders. This will help keep your desktop and file system as clean as possible to help you to find things easier.

8 – Google Desktop: Just like using Google for the web only this version works with your personal computer. It has the same style search function to help you locate files on your computer.

7 – Email Folders: Handle email folders much the same way as we dealt with the computer desktop. Create three folders; hold, archive, and action. Use these to sort through your emails so you will know the ones which require further action, need to be saved, or should be reviewed at a later date. Color coding also helps. Groupwise allows you to change the color of emails addressed to you personally, from a specific source, etc... Groupwise will also let you sort emails as you receive them, routing them to specific folders.

6 – Email: Type specifics in the subject line so the recipient will be able to see exactly what the intent of the email will be. If your entire email is within the subject line type EOM - end of message to indicate to the recipient that there is no need to open the email for further information. If you have several questions it's a good idea to use bullet points. This makes it clear what questions you're asking and helps the recipient respond quickly and easily.

5 – Keyboard Shortcuts: Using shortcuts like Ctrl + C to copy, Ctrl + V to paste, Ctrl + X to cut and Ctrl + Z to undo save a great deal of time.

4 – Flash Drives: Several files can help tremendously by having them on your flash drive. A web browser incase you find yourself on a computer with out one, an office suite like Open Office, email like portable Thunderbird, a virus scanner like portable ClamWin, and in some cases a remote login from Tight VNC so you can access your home or office computer from anywhere. It's also a great idea to have your to do list, address book, passwords, return if lost.txt, and web site bookmark list.

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TEN WAYS TO BECOME A SUCCESSFUL ONLINE STUDENT:

- ◆ Develop good time management skills
- ◆ Be aware of deadlines - Print out the course calendar and keep it handy
- ◆ Take the course seriously
- ◆ Be sure to give the instructor a valid email address that you check frequently
- ◆ Respond to emails and discussion board posts promptly
- ◆ If assignments are unclear always ask for clarification
- ◆ Log in everyday to each course
- ◆ Resolve problems quickly - i.e. if you are unable to log-in contact your instructor immediately
- ◆ Actively participate in discussion board discussions, it is often a requirement
- ◆ Turn in your work by the deadline



KNOCKING OUT YOUR TO DO LIST CONT'D...

3 – Smart Phone: Like having a small portable computer, smart phones are becoming more and more powerful. They are capable of being a computer, phone, and camera all in one.

2 – Auto Hotkey: Tim has installed AutoHotkey in the TLC. This program allows you to use simple keystrokes to open webpages, applications, email etc... It will also correct common misspelling as you type. It's a terrific program and we can easily set it up for you in your office!

1 – DO NOT MULTITASK!! This just causes you to be fragmented and unable to focus your energies on anyone task through to completion. It is actually counter-productive.

“Organize your desk so you never have to handle the same piece of paper twice.”

-Tim Xeriland, Teaching Learning Center

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SYLLABUS CHECKLIST:

Once again it's time to prepare for classes to begin and that means updating your syllabus. Here is a check list for you to make sure none of the necessary components are omitted. Make sure to send a copy to your division secretary to keep on record.

- ◆ Office hours & contact information
- ◆ List of required materials
- ◆ Attendance Policy
- ◆ Stop before you drop statement
- ◆ Drop statement

- ◆ Withdrawal policy
- ◆ Financial Aid statement
- ◆ Make-up exam procedures
- ◆ The Texas Success Initiative statement
- ◆ Code of Conduct
- ◆ Classroom Etiquette
- ◆ ADA statement
- ◆ Grading scale
- ◆ Semester Calendar
- ◆ Course description & learning objectives

Welcome Back!