Managing Your Digital Life

- Digital natives
- Digital immigrants
Managing Your Digital Life

- Digital natives = Born after the widespread use of digital technology.
- Digital immigrants = people born before the widespread use of digital technology.
• Digital natives = Born after the widespread use of technology.
• Digital immigrants = people born before the widespread use of digital technology.
Digital Skills for Students

1. Organization
Digital Skills for Students

1. Organization
2. Time Management
Organization

- Email
- Desktop
- Folders / hard disk
Email

- Consider ‘junk’ account just for advertising / sign-ups, but
Email

• Consider ‘junk’ account just for advertising / sign-ups, but
• Unsubscribe from whatever you can
Email

• Consider ‘junk’ account just for advertising / sign-ups, but

• Unsubscribe from whatever you can

• Check school/work account every day
Email

- Consider ‘junk’ account just for advertising / sign-ups, but
- Unsubscribe from whatever you can
- Check school/work account every day
- Organize what you want (or need) to keep; delete everything else
Tackle email in stages

- 5 minutes a morning/evening of deleting old emails
- 30 minutes once a week till clutter is gone
Tackle email in stages

• Tip: Start from the oldest emails and work your way towards the present
• Check sent mail too!
If you find something you no longer need at all, temporarily organize by ‘sender,’ and delete all of it.

Search for email strings or senders, and collect into one folder.
Desktop
What are you storing on your computer?

- Think long and hard about how many years you need to go back
- Put anything more than (x) number of years old on a CD, flash drive, or external hard drive, and then take it off your desktop!
- Delete pictures that you’ll never look at, and files you’ll never read again
Teaching Ideas

• Give time at the beginning or end of an activity or class to tidy up digital workplaces
Teaching Ideas

• Give time at the beginning or end of an activity or class to tidy up digital workplaces
• Ask them to tidy for 10 minutes at night
Teaching Ideas

• Give time at the beginning or end of an activity or class to tidy up digital workplaces
• Ask them to tidy for 10 minutes at night
• Let students share before/after pictures
Teaching Ideas

- Give time at the beginning or end of an activity or class to tidy up digital workplaces
- Ask them to tidy for 10 minutes at night
- Let students share before/after pictures
- Give extra credit points for demonstrating organization
Time Management
Time Management

• Perception vs. reality
Time Management

- Perception vs. reality
- Get / use a timer!

http://www.marinaratimer.com/ (Pomodoro timer and customizable timers)
Time Management

- Perception vs. reality
- Get / use a timer!

Use a tracker to see where the time goes, such as [http://www.creativeworx.com/](http://www.creativeworx.com/) (has a free option)
Time Management

Limit distractions:

• Turn off wifi / Internet connection
• Check email only once an hour
• **Freedom** (blocks the Internet; all devices)
• **AntiSocial** (blocks social media sites)
• **SelfControl** (Mac only; blocks sites you choose)
Time Management

Limit distractions:

- **Freedom** (blocks the Internet; all devices)
  [https://freedom.to/](https://freedom.to/); free to try, then $15
- **AntiSocial** (blocks social media sites)
  [http://anti-social.cc/](http://anti-social.cc/) free to try, then $15
- **SelfControl** (Mac only; blocks sites you choose)
Teaching Ideas

• Have students time themselves online or use a tracker; keep a 1-week or 1-month diary
Teaching Ideas

• Have students time themselves online or use a tracker; keep a 1-week or 1-month diary

• Account for what they worked on during that time, with reflections
Teaching Ideas

• Have students time themselves online or use a tracker; keep a 1-week or 1-month diary
• Account for what they worked on during that time, with reflections
• Try new time management system; reflect on or present on results
Teaching Ideas

• Have students time themselves online or use a tracker; keep a 1-week or 1-month diary
• Account for what they worked on during that time, with reflections
• Try new time management system; reflect on or present on results
• Make it a regular assignment or extra credit opportunity
Assign research topics for individuals or groups ("zero inbox," "digital clutter," "Pomodoro technique," time management, etc.)

• What’s the problem/why is it a problem?
• What is the solution? / What are some solutions?
Teaching Ideas (cont.)

- Assign research topics for individuals or groups ("zero inbox," "digital clutter," "Pomodoro technique," time management, etc.)
  - What’s the problem/why is it a problem?
  - What is the solution? / What are some solutions?

- Group and whole-class discussions: habits, problems, coping techniques, progress made
In conclusion ...

- To manage their digital lives, students need both instruction and time
In conclusion ...

• To manage their digital lives, students need both instruction and time
• It’s OK if your own digital life is not perfect
In conclusion ...

- Students who are more organized and less distracted can do faster and better work, so ...
In conclusion ...

- Students who are more organized and less distracted can do faster and better work, so ...
- ... taking class time to work on these areas will actually **save you time** (and probably bring **better results**!)