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Tidying-Up Your Digital Life: Knowledge Management in Law School & Beyond

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TIDYING-UP YOUR DIGITAL LIFE

Knowledge Management
in Law School and Beyond



Knowledge Management

Def.: Management of information & resources for the purpose of creating value

Creating Value

- Identify
- Capture
- Evaluate
- Retrieve
- Share

Tidying-Up

- Gathering
 - *Everything? How far back? Work? Personal?*
 - What categories are important to you?
 - Where is your information scattered?
 - Hard drives
 - Flash drives
 - The cloud
 - Categories
 - File types (jpeg, pdf, word, etc.)
 - File content (photos, articles, etc.)
 - Links and other online content
 - A good password manager is invaluable (Dashlane, LastPass, 1Password)

Tidying-Up

- Storing
 - *Cloud based (google drive, dropbox, etc.)*
 - Can you get your information out?
 - Do you want to keep everything, including photos, in the same cloud service?
 - Do you also want a hard copy in case the cloud goes down?
 - *Hard drives*
 - Internal
 - External w/ auto back-up
 - Flash drives
 - *Privacy and Security issues*

Tidying-Up

- Labeling
 - *Consistent file names*
 - My preference is name and then date when date includes month and day
 - *Weekly Log Jan28-Feb3*
 - But year first for tax returns, etc.
 - *2018 tax return*
 - *2018 bank statements*

Going Forward

- Gathering
 - *What is important to you?*
 - *Curated and non-curated content*
 - Newsletters, blogs, magazines & newspapers
 - Even following important people in your field on Twitter can be helpful
 - *Google alerts*
 - *Cloud services such as Pocket and Evernote or OneNote*
 - Demo features
 - *Tagging – be as consistent as possible*

How do you turn this into knowledge?

- *Credit to Professor Scott Reynolds Nelson, UGA History Dept.*
- Create a master directory
 - *You can create subdirectories for personal / work / etc.*
- Categories
 - *Diary (I use a new document each week) -use every day*
 - *Cool Quotes - as needed*
 - *Obscure / Tangential - as needed*
 - *Field maps -synthesis, review, development of ideas & law, etc.*
 - Prof. Nelson also has a separate document with full citations and sources