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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