

Name: Wei
Year in school: PhD
Email:

Work Environment

Laptop and paper.

If she goes to the office she uses her desktop.

If she needs to write a lot or read a lot she uses ipad.

For quick notes and references she uses her phone.

Workflow:

Writes down three of her top things she plans to do and then checks herself against those. When a task is done she goes back and crosses it off.

She has a log and journal that she writes inside about things she thoughts about.

Example: "July 4th: Today I did 5 hours of reading but I don't think it was efficient, but I am going to do more tomorrow" .

After a while she randomly goes back to the journal but she does not regularly review those notes. Just does random reflections.

Depending on where she is and what she does, she uses the tool around her.

She likes the feeling of doing physical things on the paper but thinks that the **paper itself gets lost and you have to bring it with yourself everyday.**

Incentives are very important for her.

When she wants to solve a big problem she start with the top level: "Be healthier" she then breaks it down into "Eat better", "workout more" then she divides that into lower parts that are actionable like a grocery list and how to make chicken salad. **She writes these in her journal as a process of thinking. She doesn't transfer her logs into a calendar but these actionable items she go back to the notes.**

"Notes are helpful are good for having a whole picture of the framework of what you want to do and the calendar is more helpful when you know more specifically the detailed"

She has sticky notes around for random thoughts that she needs to write down quick.

Remembering

She thinks having reminder requires you to think in advance.

She uses calendar for basic planning and remembering that sends notifications

writes stuff down on a paper and crosses down stuff.

The information she puts in her calendar: Place, person, time.

Not seeing any aspect

She thinks that putting a lot of effort in maintaining a reminder list is not that valuable.

Although we pushed her there was nothing that she could think was wrong or bad about her google calendar. "It meets basic needs"

She thinks the simple act of reminders are boring to her "It's just a text with a sound, but it's ugly, I prefer something more interesting maybe a picture"

Collaboration

Meetings through skype and over emails.

Use skydrive and dropbox to put the documents in .

Productivity

She tries to pick the top 3 things she wants to do in the beginning of the day and then crosses off those. It gives her a sense of accomplishment when she crosses those stuff off.

Sense of accomplishment is very important to her.

She puts rewards for herself when she accomplishes something.

again no active reminders. She looks at a thing in the morning and then comes back to it when that thing is done .

It's important for her : " I put information inside an app then what ? What will it do for me ? "

She thinks something that gives her tips and guides her through becoming more productive.

"Just like Google Doodle that they show you something new"

My Conclusions

She uses her journal for thinking high level and problem solving.

She is happy with the google calendar and again no evidence she needs more reminders.
Paper and google calender seem fine for her.

Its important for her that when she puts a piece of information in an app she would get a benefit out of that more than just capturing the information and storing it.

Sense of accomplishment and rewarding herself is important.