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Desk Environment
- messy, everything all over the place
- **multiple notebooks**
    - journal – personal journal that has it on her person
    - notebook – carries one and that is for one story, anything that she does she will take note of it.
    - third notebook – writes down observations and ideas
    - **Uses notebooks over phone because it is easier to carry and write faster with a pencil than a phone.**
    - They fill up quickly so have 4 or 5 notebooks with stories
    - Will go back to the notebooks, many times have contact information
    - Would like to store them in a database but doesn't have time
    - Event would be research story
    - Keeps them to have them around. Likes to look over them as they sometimes generates new story ideas. Looking back at them is not just an event in and of itself
- multiple tabs open on the computer
- keep things out so remember them
- can manage the chaos but to other people it just looks like chaos
    - remembers where things are by thinking about where she put it
    - uses the headings of tabs and files to remember what is in them
    - as part of physical items, remembers this belongs in this place
- Knows what goes together by location.
    - Does not use any visual cues like sticky notes

What kind of content she is dealing with in her profession
- Reading of court documents and case studies
    - Takes note of what's important by writing on it if it is a physical copy so doesn't have to go back and forth. Don't highlight but writes directly on it
    - Act of writing helps her what is important. Even if she doesn't remember what she wrote, she will remember where she wrote it (left side corner in the middle of the book) which triggers memory that it was important
- Most of the work is online
- All the writing is done exclusively on the computer
- Takes notes by hand by chronological and is easy to find
- Takes recordings and keeps it with story – organized by story and topic
- Sometimes does video and audio – all organized by story and not by media type
- Act of writing in digital space doesn't have the same effect as doing it on paper
    - She will copy and paste and write up an analysis, which to her is somewhat similar to how she handles writing in physical space. Getting something specific and taking note about and it and having them be together.
    - There are programs for note taking that has not had the right effect for her. Somehow the act of writing doesn't connect with her and help her memory
- Surrounding, context matters sometimes. Not especially something she thinks about

Remembering all the information
- Steps she takes so she doesn't forget
  - She gets so into one activity that she will do it for hours and forget other things
  - Has created working to-do list. Always edited. Digital list cause she is always on the computer and can refer back to it
  - Forgetting something and having to go back and get it: though process is: trying to remember the words (what was the wording of the thing that I needed and where might have I found that – if she writes a paper and has forgotten a piece of information like a quote or statistics, it is often about remembering what it was about and then going back and looking to remember how it looked and what the word was)
  - Order of events matter: keeps running list of what those are. When she is interviewing subjects, she will clarify the timeline and then keeps that list. If she doesn't have that list, it will be a matter of searching for other sources and looking at when that was published and then connecting the dots
  - Creates list of to-dos to manage the chaos
    - Working for multiple publications so she will organize it by publication first, then story slug. When it gets done, it gets a tab that it is done and then the follow-up needs to be done. Outline clearly what needs to be done for that thing and prioritized somewhat by time or what needs to get done first. She will write "done" next to what she has finished. Keeps the follow-ups attached to that done item. Sees the list at all times so she can go back to the previous day. List is "ongoing"
    - Looks at the list: part of the process. Gets up in the morning, takes a shower and creates the list. Part of her routine. Once she has completed one task, she will get the reward of knowing its done and then will move into the next item. It looks nicer when it has done next to it. She doesn't want to repeat the same tasks the next day
  - Tools
    - Uses "Notes" tool on iPad
    - She uses this because what she just needs to do is write it down. Not willing to learn a new app for that basic action. Easy to write down and knows where it is. Labels it to do with the date and knows where it is.
    - Likes that it is freeform because she has a very specific way of organizing her information
    - What makes her go back to the list is the finishing of an event
    - If she has to do a story and she knows she has to email a bunch of people, she will do the emails first. Her list is prioritized by action, "emailing" or "calling", "writing" and will do them one after the other
    - Tries to do things that takes less time first. When she knows that she has to do it, and it seems like a big thing, she tries to knock them out and everything else becomes more manageable.
  - Calendar are synchronous
    - Doesn't need alarms or reminders. These make her more anxious and gets bothered by it. Wants to be in control of when she wants to do something
      - She anticipates the alarm and then if she doesn't' do it by the time the alarm goes off, then she worries about it and that wastes time. It just makes her anxious
      - She would much rather to use her time as she pleases and get things done by a certain time

- - - If she needs to go pick up her brother, she can do that when it is convenient for her
      - Thinks of the alarm as a deadline
  - Uses the calendar if she needs to leave the house.
    - - When she organizes interviews, she can know when and where she has to go to an interview. Uses it to organize obligations to other people.
      - When she creates the list of things she needs to do in Notes, she is not obligated to other people. They are just things she needs to do. Not tied to a certain time or place or person.

Collaboration
- As a journalist
  - Collaborate with people as far as she is interviewing them. Coordinating schedules is the worst thing. Would definitely use an app for that. Hassle is also where to meet
  - Not collaborating with people on the actual work. Most of her work is solo. Works remotely, write up her story and then submits it
- In classes where collaboration is required
  - Uses Google docs.
  - One great example was a study group for a final. 10 people took an essay and wrote an outline and was invited to look at the Google doc (based on participation).
    - Divided the work and had to meet twice rather than meet every day. Likes to work independently as much as she can and then come back for whatever needs to be group work
    - In high school, one person had to compile everything. But Google docs doesn't require people to email things – everyone can do what needs to be done and then if it needs to be done, then it can be done so
    - Doesn't work collaboratively all at the same time. Google docs is just someplace she keeps things
  - Google ppt. is not good to use. Uses PowerPoint for presentations

Being productive
- Many times goes to bed and feels unproductive, "excruciatingly so"
  - Thinks about: not publishing ever day or haven't completed a whole thing in the day – completed parts of it. When she is being anxious about not being productive, tries to think about what little things she did finish and thinks about how she can do better the next day. Tries to get more specific about what she needs to do – the more specific she gets, the more likely she feels that she can complete it. "open up my laptop, sit down, type, see the words on screen" down to the minute detail
- When she feels proud of being productive
  - When she has been published or turns something it and relinquishes control. As soon as it is out of her hands, she feels done and has washed her hands
  - It is the fact that she doesn't have any control over it that makes her feel good. Feels the same way about working in a group project where she has done her part and then there is nothing else that she can do