Tools And Techniques: Curating Content Effectively Coffee Chat Summary

Summary

- **Curation tools and techniques with Shannon Tipton.** 0:03
  - Shannon Tipton and Stella discuss curation tools and techniques, with Stella praising Mike's curated model as "fantastic" and "important."
  - Shannon Tipton polls audience on curation tools, revealing varied use of Feedly, bookmarks, folders, and note-taking apps.
  - Participants discuss curation tools for organizing research and tasks, with a focus on automation, ease of use, and streamlined processes.
- **Managing information and automation.** 6:38
  - Unknown speaker discusses the importance of interconnected systems for automation and efficiency in content curation and management.
  - Shannon Tipton asks participants how they collect and organize information, with some using digital tools like Evernote and Feedly, while others prefer paper and pencil.
  - Tom takes notes using a physical notebook and bookmarks, but struggles to find them when needed.
  - Shannon Tipton and Mike discuss the challenges of using an analog system, including notes being scattered and difficult to find.

- **Note-taking apps and their features.** [13:54](#)
  - Unknown Speaker: Rocket book is a notebook that connects to Google Drive, allowing users to scan and organize notes.
  - Renee: The app has a QR code and symbols that can be used to drop notes into connected folders.
  - Shannon Tipton and an unknown speaker discuss Evernote and OneNote, with Shannon preferring Evernote's free version and the unknown speaker finding OneNote's interface more user-friendly.
  - The speakers also discuss the challenges of using these note-taking tools in a corporate setting with strict security measures.
- **Content curation tools and strategies.** [20:00](#)
  - Feedly and BubbleUp are favorites for organizing and saving resources, with automation features for efficiency.
  - Erica asks Mike about using Feedly to monitor sources and stay up-to-date on emerging topics (0:23:03)
  - Mike explains that he uses Google Alerts to monitor specific keywords and sources, and subscribes to updates from trusted sources (0:24:31)
  - Unknown speaker discusses their use of Feedly to organize and prioritize their news consumption, with a focus on 20-30 high-priority sources and a larger bucket of less important sources.
  - Speaker discusses how they keep up with a large number of sources without feeling overwhelmed, by using a combination of prioritization and multiple sources of information.
- **Organizing curation efforts with tools and processes.** [27:54](#)
  - Shannon Tipton discusses the importance of organizing curation efforts using tools and processes to manage large amounts of information.
  - Michael mentions using teams for organizing information in a department where everyone does their own thing.
- **Using a centralized tool for team collaboration.** [30:58](#)
  - Renee and Shannon discuss the importance of using designated tools and systems for information organization in their team.
- **Using Teams for content curation and centralizing URLs.** [33:09](#)
  - Erica tried using the Teams wiki tab to catalog and group URLs, but found it didn't have a central repository for URLs.

- ○ Shannon suggested using Mike's curated mod as a blueprint for curation efforts, and using a tool like Teams to segment information and automate tasks.
- **Project management and curation tools.**
  - ○ Unknown Speaker: Microsoft recently updated OneNote to allow shared notebooks in Teams, improving collaboration (35:42).
  - ○ Renee: OneNote has limitations on team collaboration, making it difficult to edit and share information (36:21).
  - ○ Shannon Tipton discusses using Trello for content curation and project management, with Asana and Monday also mentioned.
  - ○ Unknown Speaker: Using Confluence to organize project artifacts and share with subject matter experts.
  - ○ Shannon Tipton: Bookmarking tools used include Chrome, Diigo, and Evernote Web Clipper.
- **Curation tools for research and organization.**
  - ○ Unknown Speaker prefers BubbleUp and Tiles over Pocket because they allow for easier sharing and organization.
  - ○ Shannon Tipton uses Feedly as her go-to tool for bookmarking and sharing content, rather than Pocket.
  - ○ Shannon Tipton emphasizes the importance of understanding your organization's goals and requirements when selecting curation tools.
  - ○ Renee adds that it's also crucial to consider what your organization allows or approves, not just what they require.
- **Digital asset management and organization.**
  - ○ Unknown speaker discusses challenges with managing digital assets for course creation, including finding images and organizing them.
  - ○ Shannon Tipton suggests setting aside time to clean out saved files and organize assets in project folders.
  - ○ Shannon Tipton and an unknown speaker discuss ways to manage files and leave breadcrumbs for others to easily find them.
  - ○ The speaker mentions using a Windows image asset management tool called Eagle Cool to organize files.
  - ○ Shannon Tipton discusses the importance of organizational structure in finding specific emails and images.

- ○ Mike is thanked for spending extra time with the group and providing valuable insights.