

workflow: some principles

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Principles

- ▶ Always work from a folder where your work automatically backs up.
 - ▶ Dropbox, Drive, many others
- ▶ Have analysis files integrated with writing files
 - ▶ Rmd fabulous for this
 - ▶ Set it up so that you can quickly do reality checks on data and analysis
- ▶ Be able to replicate all data work and analysis with one click
- ▶ Outsource formatting.
 - ▶ e.g. `tex` and `.Rmd` automatically format. If you use Word, use their “Styles”
 - ▶ Bibliographies: use `bibtex` or similar. Keep a file and reference like this `@putnam2000bowling` (in Rmd) which produces Putnam (2000) and handles the formatting. Other tools work similarly. Don't do this by hand.

Folders and files.

- ▶ Have all files: writing, files, data files, additional analysis files or images, etc in a single directory with relative references
 - ▶ Number your folders.
 - ▶ Have few files in each folder.
 - ▶ I label files with date: 20201005_paper.Rmd
 - ▶ Compile regularly and have a readable compiled file beside your work file
 - ▶ Keep your main document clean and source in sections/modules; you can turn off sourcing if some segments are giving trouble (see sourcing in the file 1../2_2../Lecture.Rmd)
 - ▶ Have an archive folder 0_archive and backup old copies regularly (not so important if you have good versioning)

Examples

See examples in 2 Student folders/your name/analysis.Rmd

Tasks

- ▶ Keep a to do list
- ▶ If you use github it is great to use “issues” to keep track of to dos
- ▶ Try to complete well defined tasks in one sitting. Work in chunk.
- ▶ If you have a repetitive task there is probably a way to automate it: ask for help
- ▶ If you have a conceptually hard task that you are not making progress on, stop, move away, and try it from a whole new angle
- ▶ Order your tasks: figure out whether you work better linearly or doing parallel work.
- ▶ Cross off tasks when done
- ▶ Don't be afraid to discard work
- ▶ Be ambitious but don't let the best be the enemy of the good.

References

Putnam, Robert D. 2000. "Bowling Alone: America's Declining Social Capital." In *Culture and Politics*, 223–34. Springer.