

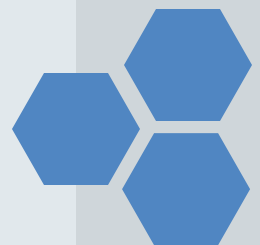
# PKM dengan Xmind, Google Drive dan Microsoft OneNote



**Ir. Moh. Haitan Rachman MT., KMPC.**

**E** : [haitan.rachman@inosi.co.id](mailto:haitan.rachman@inosi.co.id)

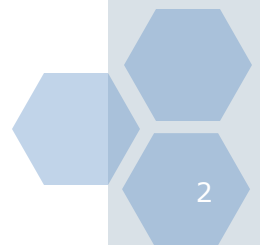
[haitan.rachman@gmail.com](mailto:haitan.rachman@gmail.com)





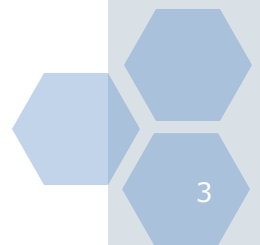
# Agenda

1. Pengantar PKM
2. Mind Mapping, Xmind, Membuat Pemetaan PKM
3. Google Drive, Melakukan Search dan Menyimpan Pengetahuan PKM
4. Microsoft OneNote, Melakukan Search dan Menyimpan Pengetahuan PKM





# Introduction Personal Knowledge Management

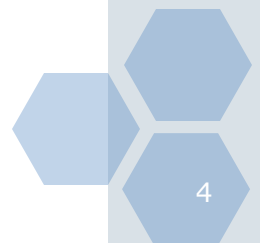




# What is Personal KM?

Personal knowledge management (PKM) is a collection of processes that a person uses to gather, classify, store, search, retrieve, and share knowledge in his or her daily activities ([Grundspenkis 2007](#)) and the way in which these processes support work activities ([Wright 2005](#)). It is a response to the idea that [knowledge workers](#) increasingly need to be responsible for their own growth and learning.

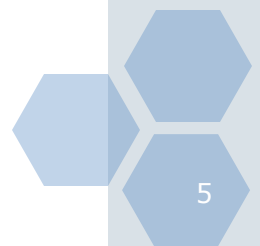
Source: [http://en.wikipedia.org/wiki/Personal\\_knowledge\\_management](http://en.wikipedia.org/wiki/Personal_knowledge_management)





# PKM Activities

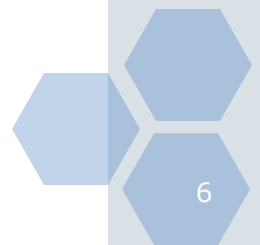
- 1. Keeping up to date with what's happening in their industry and profession** - e.g. through blog or aggregated feeds and curated content, etc
- 2. Acquiring new knowledge and skills** – e.g. in webinars, online workshops, MOOCs, and through videos and screencasts, etc
- 3. Sharing knowledge (and experiences)** – within a trusted network of colleagues, PLN (Personal Learning Network) or PKN (Personal Knowledge Network)
- 4. Finding solutions to their own personal performance problems and/or improving their own productivity** –through quick and easy access to on-demand resources and by constantly reviewing the tools in their personal toolkit.





# PKM Processes

- 1. Define the goal of PKM**
- 2. Identify the knowledge**
- 3. Categorize the knowledge**
- 4. Collect the knowledge**
- 5. Store the knowledge**
- 6. Apply the knowledge**
- 7. Create the knowledge**





# PKM Goal

PERSONAL  
KNOWLEDGE  
MANAGEMENT  
(PKM)

Valuable



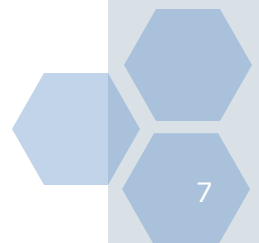
Applicable



Marketable



Tangible





# PKM Tools

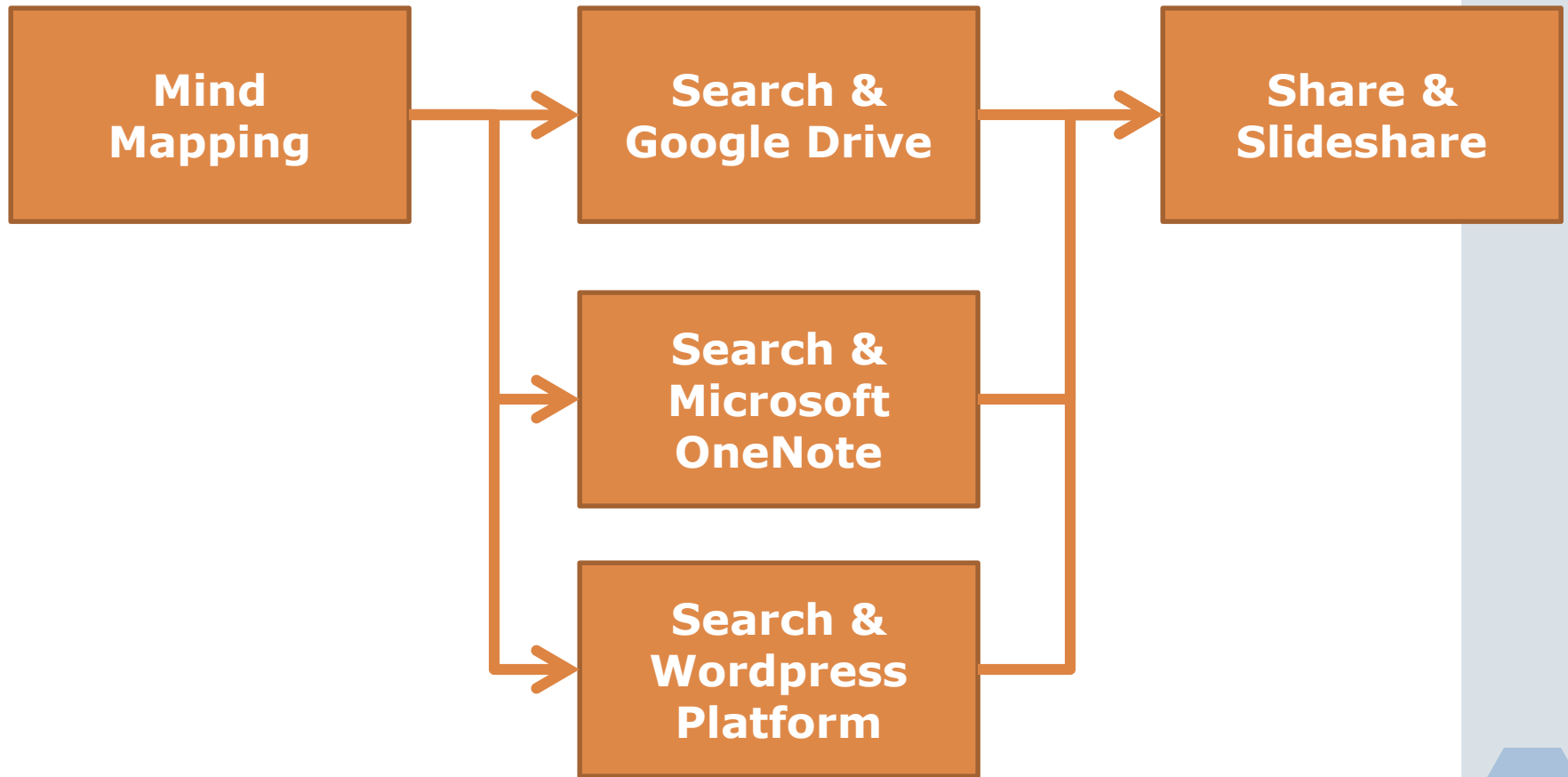
1. **Mind Mapping untuk membuat informasi baru, menstrukturkan informasi, mengorganisasi pikiran dan ide-ide dan menyajikannya secara visual.**
2. **Untuk memperoleh dan mengevaluasi informasi: gunakan mesin pencari seperti Google, Google Scholar untuk akademis, atau Surfswax.**
3. **Untuk mengorganisasi informasi, terdapat beberapa server virtual yang dapat berfungsi seperti notebook, misalnya Adrive atau Dropbox, atau Google Drive.**
4. **Untuk analisis informasi, dapat dilakukan dengan analisis kualitatif maupun kuantitatif, seperti menggunakan metoda statistika. Analisis informasi adalah keahlian yang perlu banyak dilatih.**
5. **Kolaborasi informasi dapat dilakukan dengan berbagai tools, seperti Google Docs, Google Drive, ZOH0**
6. **Untuk penyajian informasi, perangkat presentasi yang paling populer digunakan adalah Power Point. Perangkat lain yang populer dalam membuat presentasi adalah CamStudio, Youtube juga dapat dipakai sebagai media menyebarkan file presentasi.**
7. **Keamanan informasi, bagaimana menjaga keamanan login. Melakukan back-up data.**
8. **Social Networking, aktifitas bersosialisasi dan membangun jejaring di dunia maya contoh: Xing, Facebook, LinkedIn**





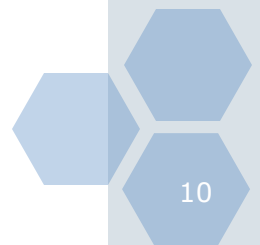


# PKM Tools





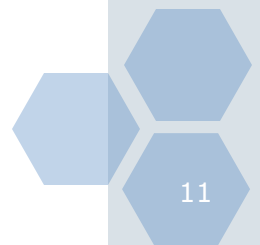
# Mind Mapping, Xmind dan Membuat Pemetaan PKM





# What is a Mind Map?

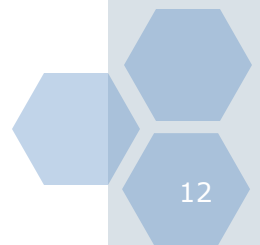
- ❖ A Mind Map is an easy way to get information into and out of your brain
- ❖ A Mind Map is a new way of studying and revising that is quick and works
- ❖ A Mind Map is a way of taking notes that is not boring
- ❖ A Mind Map is the best way of coming up with new ideas and planning projects





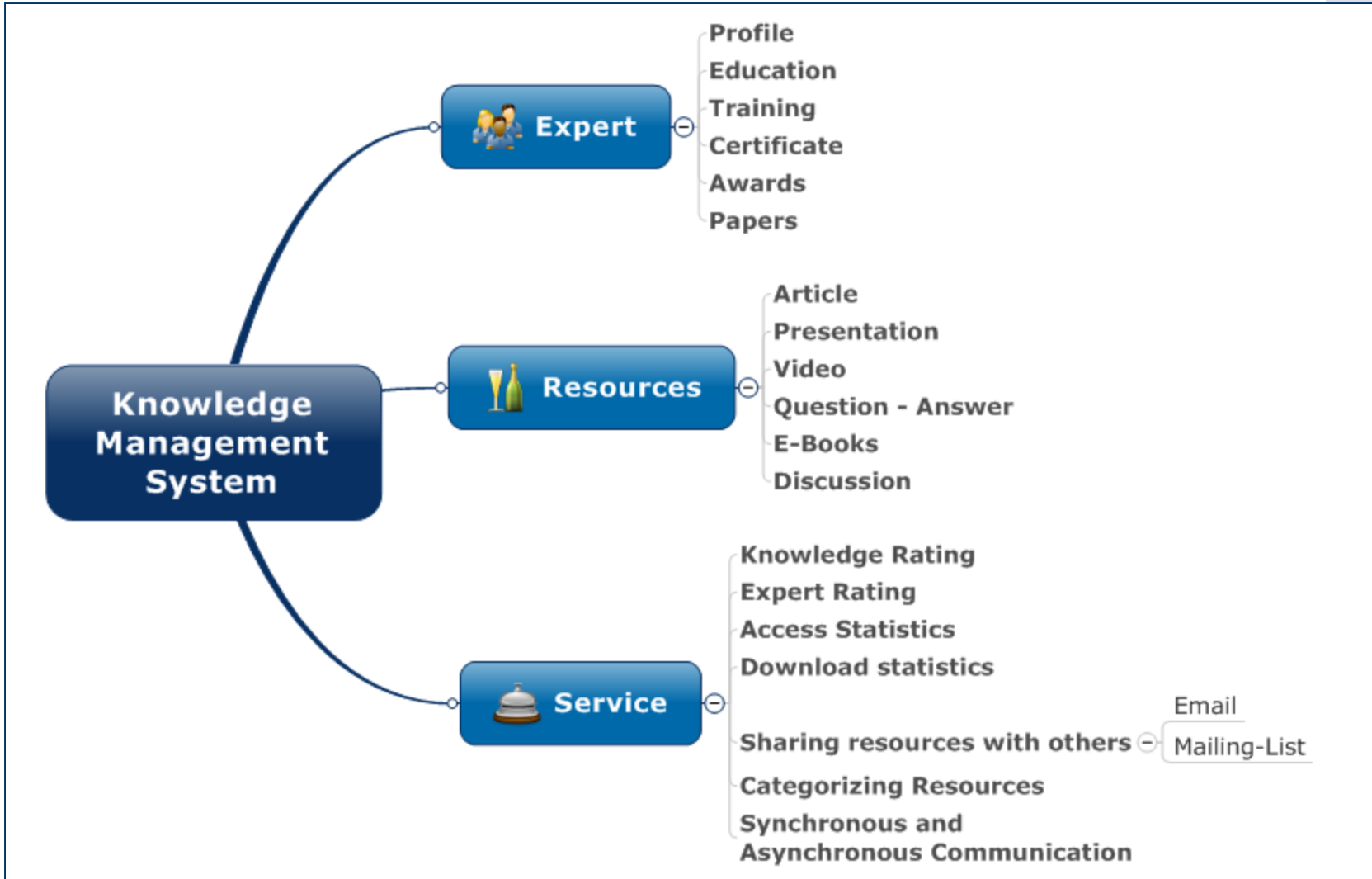
# Benefits of Mind Maps

- ❖ **A Mind Map is made up of words, colours, lines and pictures. It is very easy to construct. Mind Maps can help you to :**
  - Remember better
  - Come up with brilliant ideas
  - Save time and make the most of the time you have
  - Get better grades
  - Organize your thinking, your hobbies and your life





# KM System - Map





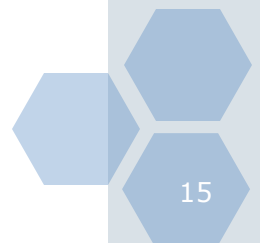
# Skills Directory





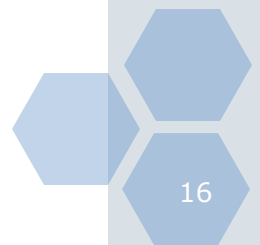
# Mind Mapping Software

1. MindManager (commercial)
2. Xmind (open source)
3. FreeMind (open source)





# Google Drive, Melakukan Search dan Menyimpan Pengetahuan

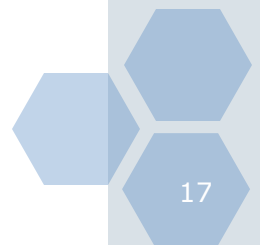






# What Is Google Drive?

- ❖ Google Drive is a cloud storage service
- ❖ Store documents, photos, music, videos, etc. all in one place.
- ❖ Sync with mobile devices and computer.
- ❖ Make a change from one gadget, it will automatically show up if you were to access it elsewhere.





# What Is Google Drive?

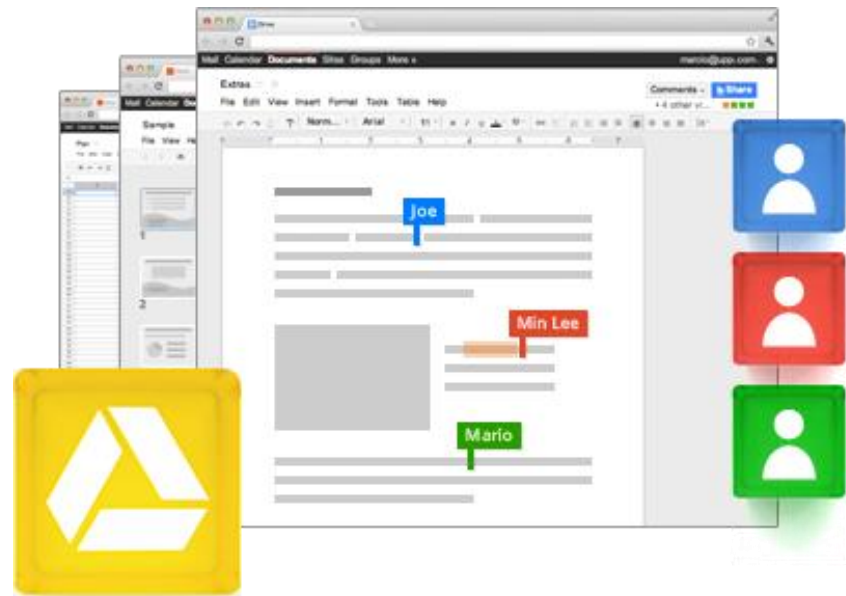
**Google Drive is available for:** PC and Mac, Chrome OS, iPhone and iPad, Android devices





# Create & collaborate.

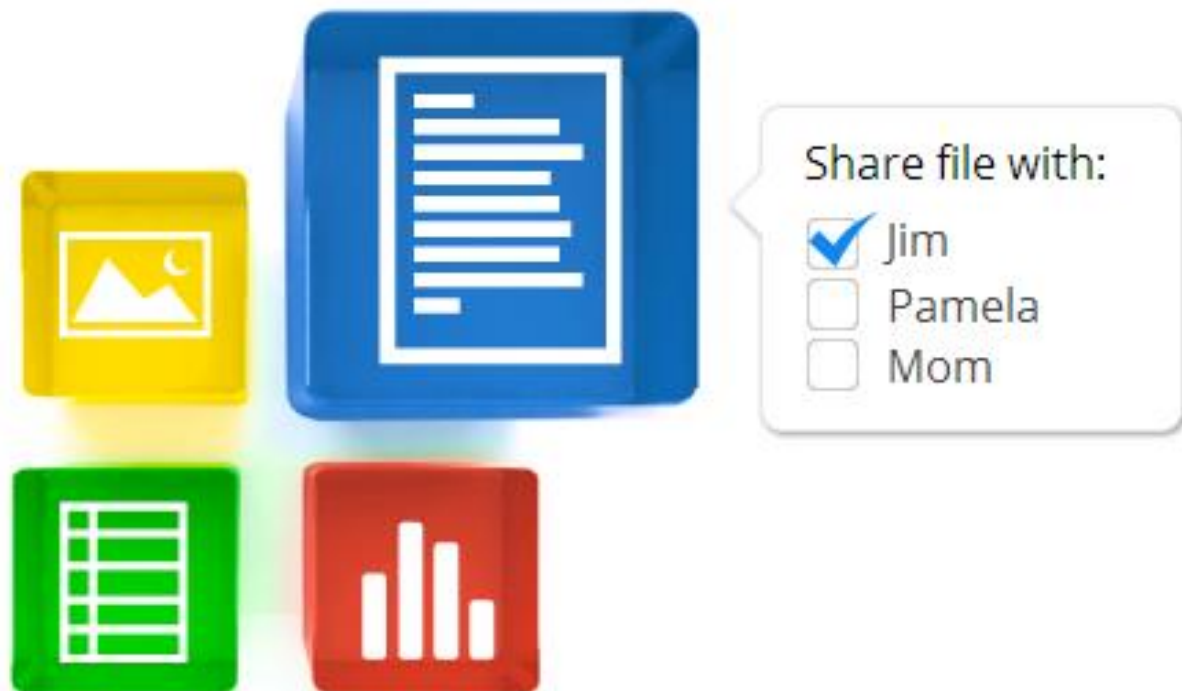
In Google Drive, you can create new documents, spreadsheets and presentations instantly. Work together at the same time, on the same doc, and see changes as they appear.





# Share the way you want

You can share files or folders with anyone, and choose whether they can view, edit or comment on your stuff.





# Start a discussion

Create and reply to comments to get feedback and make files more collaborative.





# Online Google Drive

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Google   Haitan Rachman **2** + Share

Drive

My Drive

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	☆  Bahan MSC	me	7/6/11 me
<input type="checkbox"/>	☆  Balanced Scorecard	me	7/28/11 me
<input type="checkbox"/>	☆  Enterprise 2.0	me	7/2/11 me
<input type="checkbox"/>	☆  KEMENPERA	me	7/5/11 me
<input type="checkbox"/>	☆  Knowledge Management	me	7/5/11 me
<input type="checkbox"/>	☆  LAKIP	me	7/28/11 me
<input type="checkbox"/>	☆  Mind Mapping	me	7/4/11 me
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# Offline Google Drive

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Balanced Scorecard	12/22/2012 8:38 PM	File folder	
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Google   Haitan Rac... **2** +

**Web** Gambar Maps Belanja Lainnya ▾ Alat penelusuran

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**Personal Knowledge Management:** An approach to understanding what you know and need to know through conversation and story. Madelyn Blair, PhD.

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[en.wikipedia.org/.../Personal\\_knowle...](http://en.wikipedia.org/.../Personal_knowle...) - Terjemahkan laman ini  
**Personal knowledge management (PKM)** is a collection of processes that a person ... 34–41, [http://integrative-paradigm.org/papers/Eckm2005Dace\\_156.pdf](http://integrative-paradigm.org/papers/Eckm2005Dace_156.pdf) ...

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oleh M Völkel - Dijadikan bahan rujukan sebanyak 4 kali - Artikel terkait  
**personal knowledge management (PKM)**. PKM is the individual management of knowledge from a subjective perspective. Codifying knowledge. Although ...





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1

2

***Personal Knowledge Management:  
An approach to understanding what you know and need to know through conversation and story***

Madelyn Blair, PhD.  
mblair@Pelerei.com



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Drive  [Take our survey!](#) Sort ▾

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- ▶ Knowledge Management
- LAKIP
- Mind Mapping
- Mobile Campaign
- Open Source
- Personal KM**
- Reformasi Birokrasi
- RENSTRA PEMERINTAHAN
- SOP

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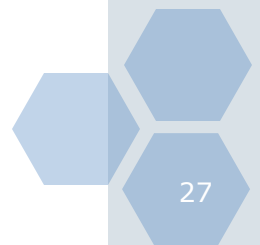
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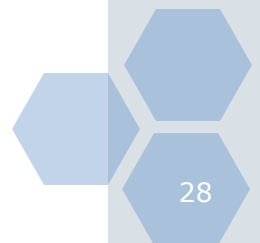
# Microsoft OneNote, Melakukan Search dan Menyimpan Pengetahuan





# What is Microsoft OneNote?

OneNote is a place for gathering, organizing, searching, and sharing notes, clippings, thoughts, reference materials, and other information. All your notes will be visible here — organized by notebooks, sections, and pages.





# OneNote Structure

**Notebooks:**  
Start with one or two.



**Sections in the current notebook:**  
Sections let you organize notes by activities, topics, or people in your life. Start with a few in each notebook.



**Pages in the current section:**  
Create as many note pages in each section as you want.

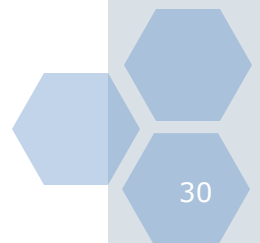


Special **Unfiled Notes** section — for note pages you need to create in a hurry. You can drag them elsewhere later.



# OneNote Functions

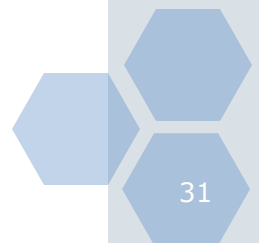
- ❖ OneNote is an idea processor, a notebook, an information organizer — some even call it an "add-on pack for your brain". Many people find OneNote indispensable once they start using it and we hope you do too!
- ❖ OneNote can help if you need to:
  - Make sure you don't lose any information that you think is important
  - Organize scraps of information that don't fit well into e-mail, calendar, or formal documents
  - Gather and refer back to notes from meetings or lectures
  - Collect research from the Web or other sources and annotate it for yourself or others
  - Keep track of what you need to do next and not miss anything
  - Work closely with other people on a project sharing notes and files





# Research on the Web

- ❖ OneNote is a useful tool for gathering information from the Web and from other sources and keeping it all in one place. OneNote is great for this because:
  - You can be sure you will not lose this information even if the Web sites disappear or change
  - You can organize the pages the way you want
  - You can make your own notes on the pages you keep, for example, to remind why they are important.
- ❖ You can send some or all of the information on a Web page to OneNote, using the Send to OneNote button in Internet Explorer. These notes will appear in the Unfiled Notes section.





# Research on the Web

How to attract more visitors to your blog - Microsoft Office OneNote

File Edit View Insert Format Share Tools Table Window Help

New [Icons] Task Tag Clip [Icons] 100% Calibri 11 B I U [Icons]

Notebooks << IT IS-IT ERP Moodle WORDPRESS Software Web Responsive **MARKETING** GEOTAGGING Asset & Barcode DRUPAL Search All Notebooks

OneN... Perso... Work ... QP IN...

## How to attract more visitors to your blog

Sunday, November 25, 2012  
10:01 PM

Marketing  
Strategies  
Advertisement  
Progress??  
Earnings??  
Development Plan!

One of the most important responsibilities you have when operating any website is to ensure that you attract visitors to your site. Websites and blogs survive on page hits and a growing user base, so making sure that your blog gets regular visitors is of utmost importance.

There are many methods you can employ to help attract visitors. The first method you may wish to think about is simple advertising. Advertising works and there are many methods you can use to advertise your blog—both online and offline. It will cost you a little bit of money, but its expense all depends upon how badly you want people to see your blog.

New Page  
How to attract more visitors to your blog

Unfiled... All Not...



# Thank you .... !



**Ir. Moh. Haitan Rachman MT., KMPC.**

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[haitan.rachman@gmail.com](mailto:haitan.rachman@gmail.com)

