Digital Research Tool-Stack Optimization Guide

Practical steps to reduce friction and cognitive load in online-first research.

- Minimize tool switching: define a primary writing tool + reference manager + storage workflow.
- Reference manager hygiene: consistent tags, monthly cleanup, DOI verification routine.
- Notification hygiene: dedicated focus blocks; reduce multi-platform interruptions.
- AI tool use: prompts library, citation verification steps, avoid over-generation fatigue.
- File structure: single source of truth; versioning rules; automated backups.
- Data + code: reproducible folders; readme standards; lightweight automation scripts.

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