

## 8 Strategies to Manage Information Overload

E-mail, the Internet, podcasts, text messages, TV news, magazines - it's getting harder to keep up with the avalanche of information. But you can get a better handle on it all.

1. Acknowledge that far more information is generated daily than you'll ever assimilate.
2. Boil down vital information to its least bulky form, such as a magazine to a key page.
3. With publications you receive, immediately extract or photocopy those articles or passages that interest you. Recycle the rest.
4. Delegate your reading: devise a list of key words for your designated reader(s).
5. Continually refine your desktop. If it helps, clear it completely and start over again.
6. For those hard-to-file items, use creative labeling, such as "check after issuance of new guidelines," "looks important," or "check in October."
7. Create a tickler file for items you want to retain but don't know where to file. Let the due dates be your guide.
8. Retrain yourself to focus on critical data; find the gold buried in data and suspend your focus on the marginal information.

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