

Education Program

NEW! ★ P006

Conquer the Chaos of Information Overload

Introductory | 1.0 Management CM Point/0.8 CEU/COC Points

Sunday | 8:00 a.m.-5:00 p.m. | Fee: \$375/\$455 | Limit: 65

Outcomes: Upon completion, the participant will be able to:

- Better manage the daily deluge of information and communication
- Establish a framework for receiving, assessing and acting on information
- Manage files, including hard copy, on disk drive and online
- Identify strategies and respond more efficiently to information requests
- Gain a sense of accomplishment, even mastery, in managing information flow
- Apply information management techniques to one's personal life

Outline:

- Introduction
- The pace of new information
- Starting right where you are
- Operation clean sweep
- Getting organized, now and for good
- The high art of filing
- Conditioning your office
- Conditioning your other environments
- Controlling the intake overglut
- Combating “packratism”
- Cyber-strategies for handling information
- Conclusion

Course Description: Data, data everywhere but not a thought to think! Do too much paper, too much reading and too much to keep pace with diminish your enjoyment of life? If so, go from glut to gain. Learn how to win with information and not be deluged by it. Discover how to become your own information highway, use information for maximum gain and keep the din at a manageable level so you can spend more time doing the things you enjoy. The course is designed for individuals who face a daily glut of information competing for their time and attention. It offers essential tools for continual improvement.

Instructor: Jeff Davidson is a leading authority on managing information and communication overload, work-life balance and personal systems for accomplishment. As demonstrated at AIHce 2007 in Philadelphia, he is a captivating speaker who combines outstanding content with humor, flair and inspiration. He has been quoted in publications including the *New York Times*, *Washington Post*, *Los Angeles Times*, *USA Today* and *Christian Science Monitor* and has been featured on 175 TV and radio talk shows. He has authored several publications.



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