

INGESTING TOO MUCH INFORMATION AT ONCE

...Is Harmful To Your Breathing Space

- [] Ingesting too much information at once is like lifting a rain barrel up with all your strength, attempting to tip it ever so slightly, and getting a small drink. You're likely to strain yourself in lifting it, and if you're able to tip it, you're not likely to get the right amount.
- [] You can place a single cup into the rain barrel and easily get a suitable amount of drinking water and when desired go back for more.
- [] So it is with volumes of information: divide and conquer. If you face a large stack of paper, files, and reports that is perhaps 10" high, to successfully master the pile, *extract consumable portions*:
 - * Put the information in appropriate file folders,
 - * Group like items together,
 - * Eliminate duplicates, or
 - * Rank or prioritize all the items in the pile.
- [] Woody Allen said that 85% of everything is just showing up. About half the job of handling information is simply diving into a pile.
- [] When seeking a few ounces of water from the "information rain barrel," we sometimes let them accumulate to the point of drowning, rather than dealing with them a "cupful" at a time.
- [] So it is with your file cabinets and all the storage spaces you've assembled.