

## Managing Information Overload: Techniques for Working Smarter - 2 Days

### *Course 246 Overview*

- You Will Learn How To**
- Increase your productivity with effective information management techniques
  - Adapt your learning and thinking styles to rapidly acquire business-critical skills
  - Apply creative strategies, including mind maps, for processing information
  - Adopt speed-reading techniques to quickly digest reports and other information
  - Effectively manage actions, tasks and appointments using a comprehensive methodology
  - Develop advanced memory skills to retain important information

**Course Benefits** Information overload is a daily occurrence and can lead to reduced productivity, added stress, and decreased attention span and memory. This course provides the skills needed to process fast-paced information to develop a competitive edge. You learn to sharpen your comprehension, memory and speed-reading skills. You learn how to improve your focus, respond quickly to change, manage electronic communications and rapidly comprehend and retain information.

**Who Should Attend** This course is valuable for those who want to improve their productivity and work successfully in fast-paced environments.

**Workshop Course** Throughout the course, you gain practical skills in managing information effectively. Workshops include:

- Analyzing left- and right-brain characteristics
- Profiling your personal thinking style and the styles of others
- Implementing speed-reading techniques
- Identifying actions, tasks and appointments within electronic communication mediums
- Applying a step-by-step process to remember names and faces
- Triggering lateral thinking with mind maps

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### Course 246 Outline

#### Organizing Your Approach

- Eliminating unnecessary work
- Exploiting your natural energy periods
- Tailoring technology to reach your goals
- Creating an efficient approach to e-mail and other electronic communications

#### Maximizing Your Mind's Abilities

##### Identifying your thinking styles

- Assessing your visual, kinesthetic and auditory thinking styles
- Adapting methods best suited for your style

##### Engaging aspects of your memory

- Realizing the effectiveness of memory chunking
- Maximizing the advantages of long-term memory
- Retrieving partially remembered facts and figures

#### Integrating Creative Brain Strategies

##### Harnessing memory patterns

- Embedding new information through familiar associations
- Improving the effectiveness of study and research periods
- Stimulating new ideas and solving problems through lateral thinking

##### Recording the creative process

- Crafting time-efficient mind maps
- Creating flexible strategies for effective learning

#### Increasing Your Ability to Absorb Information

##### Accelerating your reading speed

- Benchmarking your current reading speed
- Tuning your eyes to enable speed reading
- Skimming and scanning the right information at the right level
- Employing the tools of speed reading

##### Interpreting documents

- Constructing strategic information overviews
- Consolidating your current knowledge base
- Generating goal-seeking questions
- Knowing when you have learned enough

#### Managing electronic-based information, actions, tasks and appointments

- Leveraging technology to process information inputs
- Identifying actions and tasks embedded within electronic communications
- Organizing tasks into active, foreground and background activities
- Categorizing information for later reference

#### Improving your information processing pace

- Focusing your information needs
- Creating documents and e-mails with efficient information-transfer structures
- Triaging priorities rapidly with an efficient choice matrix

#### Strengthening Your Memory

##### The principles of mnemonics

- Why mnemonics work
- Visual, auditory and combined mnemonics

##### Remembering names and faces

- Applying meaning to a name to make it memorable
- Integrating names and appearances with whole-brain thinking
- Cementing names with applied mnemonics
- Rehearsing and reviewing to lock a face to a name

##### Chaining information with links and cues

- Retaining unstructured information with the Roman Room technique
- Building cohesive information networks

##### Creating memory scratch pads

- Adapting your thinking style to the peg system
- Scrutinizing the visual and auditory peg systems

#### Launching Your Techniques Toolkit

##### Maintaining mental preparedness

- Preparing for meetings, presentations and speeches
- Refining goals and values to encourage motivation
- Keeping your brain healthy, focused and energized

##### Distilling information with bit literacy

- Determining what not to know
- Recognizing when to extend your knowledge base

#### Acquiring effective information transfer

- Pyramiding data into a unified whole
- Building a knowledge survival toolkit