

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:

- Analysing 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

Organising 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

Maximising 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

- Realising the effectiveness of memory chunking
- Maximising 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
- Organising tasks into active, foreground and background activities
- Categorising information for later reference

- Building a knowledge survival toolkit

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
- Scrutinising 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
- Recognising when to extend your knowledge base

Acquiring effective information transfer

- Pyramiding data into a unified whole