Managing Information Overload – half day course

Louise Carter

The flood of information that swamps us daily seems to produce more pain than gain. Current research suggests that the surging volume of available information—and its interruption of people’s work—can adversely affect not only personal well-being but also decision making, innovation, and productivity. In one study, for example, people took an average of nearly 25 minutes to return to a work task after an e-mail interruption. That’s bad news for both individuals and their organisations.

There’s hope, though. Innovative tools and techniques promise relief for those of us struggling with “Information Asphyxia”. Some of the best methods are those that prevent us from drowning by getting us to change the way we behave and think.

Far from bringing about the anticipated "paperless office" and reduced work load, technological innovations have increased both areas. The typical business person is said to read one million words per week. That's the equivalent of one and a half full-length novels per day!

Our 2 hour workshop helps people manage all the “stuff” they have to deal with every day because we are all commitment-rich, but time-poor. The amount of information we need to do our job is not getting less, in fact it’s increasing, so the best we can do is learn how to manage it better.

Course Outline

- Why multi-tasking is a myth and what you need to do instead
- How you need to work to be ‘brain friendly’ and get more done
- How to say no to distractions and filter out the unimportant
- How to manage mental overwhelm
- And more……

Learning outcomes

At the completion of this course participants should be able to:

- Use effective strategies to handle all the information that they need to process every day
- Dramatically reduce feelings of overwhelm and the feeling that there is never enough time
- Prioritise according to how their brain needs to receive information
- Reduce distractions to be able to concentrate more effectively

Recommended for you if you answer yes to any of the following:
• Never quite get to all your emails?
• Take work home and ‘log on’ after the kids have gone to bed?
• Feel like you are constantly ‘on’ to your work?
• Find things ‘slipping through the cracks’ even though you are organised!
• Often feel ‘overwhelmed’ with the amount of work you have to do?

**Presenter**

Louise is the Executive Director and owner of Performance Partnership and specialises in the Psychology of Communication.

She has earned herself a reputation as a leading authority on Performance Excellence in Adults. Her successful career spans 23 years and she currently combines her studies in psychology, Neuro-science, coaching and leadership to work with organisations and their people to effect dramatic and sustainable behavioural change.

Her vision is to inspire, motivate and influence those she works with to be exemplars in their field.