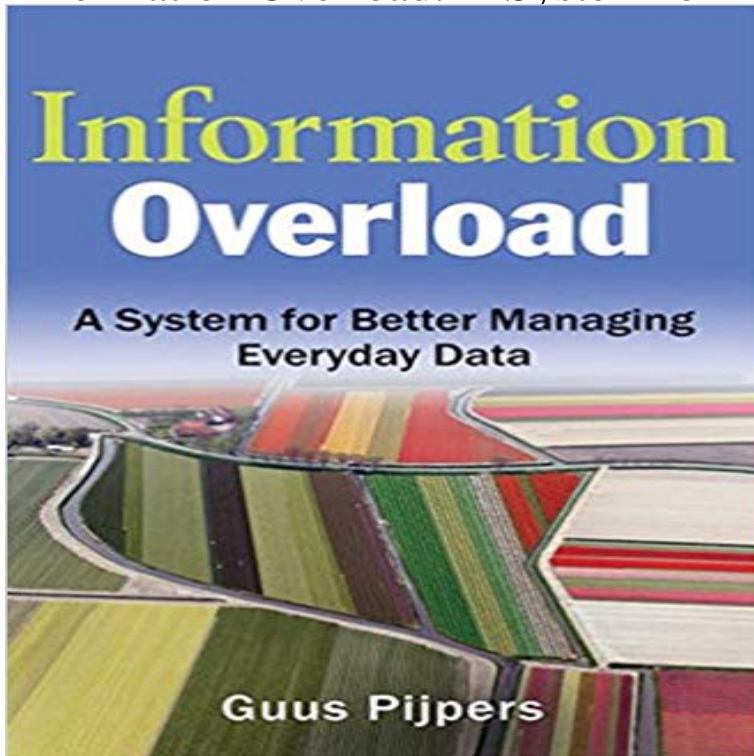


# Information Overload: A System for Better Managing Everyday Data



World-class guidance on using information to achieve better performance Examining the characteristics of information and the latest findings in cognitive science, this book shows how the mind works, how it can be used to think optimally about your business, and how to improve business performance with better information management practices. Provides the process and tools necessary to identify this information and how to remember it, and how to better use the people around you to obtain the best information Reveals how to handle all of the hundreds of pieces of information received daily Provides case studies as well as checklists that show managers how to implement the methodology presented in the book Innovative and ahead of its time, this book helps you take control of all the information that enters your life, get better informed, and have more time for the important issues you face within your business.

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