

Word Up Too!



August, 2007

TMI: Can it Lead to IFS?

There's no denying the impact that technology has had on our world. It's definitely a smaller place, but it's also closing in around us as we track an ever expanding list of e-mail addresses, user names, Yahoo! groups, passwords, and PINs. If your head is starting to hurt just thinking about the volumes of information we see and keep track of every day, you might be experiencing Information Fatigue Syndrome (IFS), which is the inability to keep up with the ever increasing amounts of information.

Managing this information explosion is a challenge in every workplace. According to a recent Reuters Business Information study of business people in Britain, the U.S., Singapore, Hong Kong and Australia, 40% felt that important business decisions were hindered and/or delayed by excess information. So what can we do to reduce the impact of too much information? Here are a few suggestions:

- Be specific in asking for information you want and don't want from colleagues.
- Separate essential information from other information that, no matter how interesting, is irrelevant to your current work effort.
- Learn to use Boolean search terms on the Web. Using these terms and strategies will get you better results so you don't have to sort through 300 hits from a Google search. ■

Tell us what you think. What strategies do you use to manage the information explosion at your workplace? We'll share your suggestions in a future issue of Word Up Too!

210's Bookshelf

Looking for a place to spend the Labor Day weekend? Check out Bill Geist's *Way Off the Road*. Geist, a regular correspondent for CBS *Sunday Morning*, hops aboard a Winnebago and travels coast to coast. In typical deadpan style, Geist takes readers to the United Baggage Center in Scottsdale, AZ (where unclaimed lost luggage is sorted and sold); Frozen Dead Guy Days in Nederland, CO; and to the Lawrence, KS, post office where roadkill is served on tax day. **Rating:** Top shelf

Scale:

Top shelf: must read

Wait for the paperback: worth a read, but not the hardcover price

Donate: perhaps someone else will enjoy it