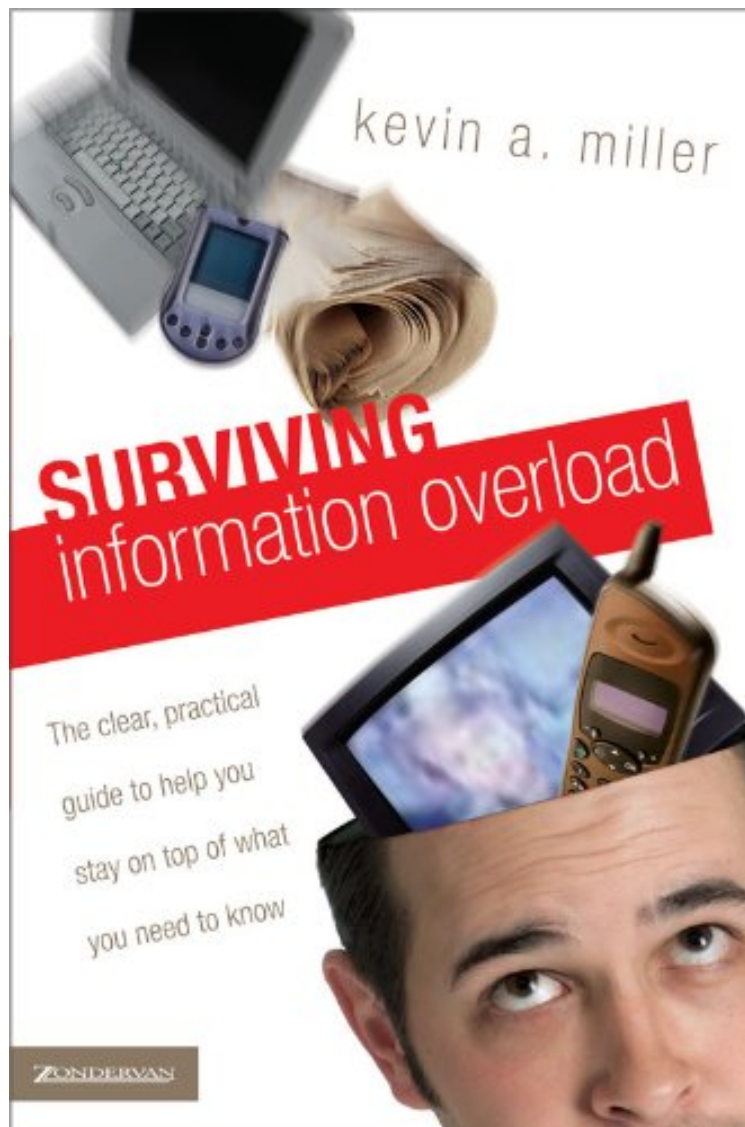


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## Surviving Information Overload: The Clear, Practical Guide to Help You Stay on Top of What You Need to Know

*Kevin A. Miller*

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5 of 5 people found the following review helpful. Help at last! By W. Gordon This is the best productivity book I've

read. I have been recommending this book to everyone I know, including my staff. I don't think there is a person who would not benefit from some portion of the book. The book is extremely well organized, with practical, actionable advice, and it's a quick read. The author identifies the potential beneficiaries of each chapter up front, making it easy for the reader to decide whether the chapter would help him or her. I've already implemented many guilt-free changes, such as ceasing to read materials whose content I'm already familiar with, unsubscribing from email lists, delegating more tasks since I cannot possibly be an expert in everything. Even though much of the advice may be common sense (though the book does contain various levels of detail in dealing with TMI), somehow reading the book gives you the authority to do the things you knew you ought to be doing anyway. One of my favorite gems is his advice to divide the stacks of reading materials you're hoarding into three piles: one you really do need/wish to read, one you'll read when you get through the first pile, and one you don't need to read at all. Then he directs you to toss the third pile, and while you're at it, toss the second pile because, let's face it, you're never going to get through the first one. Honesty like that makes the book very refreshing. 0 of 0 people found the following review helpful. The Title Captures It! By T. Fischer Practical hints that are immediately applicable. The book was written in 2004, so some of the technology references could use updating, but the concepts are good. Miller presents the information from a Christian orientation -- something that I believe should have been stated in the book description, so that prospective readers can make an informed choice. 1 of 1 people found the following review helpful. Good tips and strategies for managing information By Alain B. Burrese "Surviving Information Overload" by Kevin A. Miller has a subtitle of, "The Clear, Practical guide to help you stay on top of what you need to know." I found the book full of practical advice to do just that. I also agree with the statement on the back, "You don't need to read all of it - just what you need when you need it." However, you may want to read it all the way through quickly like I did, and then refer back to sections that might help you with certain areas in your own life and situations. One might note that on the back of the book for classification purposes, it is listed as: Christian Living/Practical Life/Business Leadership. I bring this up because there is a bit of Miller's Christian beliefs in the book. Some people will like this, others may not. Most of the book focuses on practical information overload issues with a little Christian faith here and there. However, the final chapter short chapter is specifically aimed at church leaders and the book ends with a short prayer by Richard Kriegbaum from "Leadership Prayers." For some, this will make the book better, for others, they might not like it. Some won't care and will read the book for the information overload advice, which is what the book is mostly about. Again, the author suggests reading the parts of the book that you need to read and that will help you. To assist in this, at the beginning of each chapter he tells who the chapter is most meant for. For example, at the beginning of the chapter "How To Find What You Need Online" it states, "Read this chapter if you search the web two or more times per week and if you get many results that aren't what you're looking for." These suggestions will help the busy reader choose which sections of the book to read for the most benefit. There are four parts to the book, with each part having several chapters. Part One is Finding The Information You Need. The chapters include: What we're up against, selecting your key information areas, the fine art of capturing good ideas, and how to turn information into results. Part Two is Clearing Information Clutter. The chapters include: Your information audit, how to handle e-mail, how to find what you need online, how to handle voice mail, junk mail, and magazines, and how to organize, file, and store information. Part Three is Creating Space To Think, and included chapters on: Tap the power of block days, try an info-techno Sabbath, why we secretly like overload, and blessed are they who admit their ignorance. Part Four is titled Bonus Stuff and includes the chapter Great Information on Information which lists various references that may help you with specific areas, and the final chapter I mentioned above: A Word for Church Leaders. Overall, I found some useful tips regarding information in this book. It's worth a quick read if you are having trouble with some of the topics he covers. I, like almost everyone these days, seem to get bogged down with the amount of information flooding at me at high speed and volume. I plan on trying a few of Miller's ideas to help me do as he says, Survive Information Overload. Reviewed by Alain Burrese, J.D., author of Hard-Won Wisdom From the School of Hard Knocks.

The barrage of emails, voicemail, web pages to scan, books to read, and magazines and newsletters to digest leave people increasingly feeling overwhelmed and out of control in dealing with information overload as society spins even faster. This book offers a brief, seven-chapter practical guide to the "capture" approach. It teaches the skills of point, focus, and shoot to help the reader become more productive and overcome mental fatigue. This is not a gimmick for "neat desk" people or an expensive system requiring purchase of multiple resources or practice of rigid exercises. This practical, quick-read book shows how people of any temperament can keep from drowning in the sea of information. Features include interviews and insights from national leaders plus charts, cartoons, worksheets, and creative exercises. The book is not about how to speed up but how to gain time and focus and purpose and the mental space to be creative. You don't have to finish the book but can read it selectively at different times depending on your current needs. Feel free to skim-read, tear out pages, email small sections to a friend, or read from back to front. The goal is that you come away with ideas and help. The four sections are: 1. Finding the information you need: and getting results from it. 2. Clearing information clutter: less is more. 3. Creating space to think: finding oasis amid overload. 4. Discovering bonus stuff: it doesn't cost you anything extra. This clear, practical guide will help you to: -Sort and

organize information in less time -Make space to be creative -Find just the information you need when you need it - Move from frantic to purposeful -Keep growing over a lifetime.

Another book of information on dealing with too much information? This one is different... For making sense of the overwhelming amount of information that bombards us, this book is a good place to start...One section deals with e-mail, voicemail, finding information online, and filing and storing information. It is worth the price of the book...Those drowning in an information deluge will find that this refreshing, humorous book is chock-full of practical ideas to stay afloat. — Christianity Today (Christianity Today) From the Back Cover "Timely and much-needed . . . offers solid and practical advice and reminds us that the focus of our needs should be related to God's purposes and plans for our lives. George Gallup Jr. "If you have the time, read this book. If you don't have the time, you really need to read this book. It will give you a precious gift. It will help you say no." John Ortberg, author of Everybody's Normal Till You Get to Know Them Ever feel overwhelmed by the deluge of email, the frenzy of multitasking, the rush of things you've got to know and do? Then you don't have time not to read this book—because it will save you time and lower your stress. You needn't read all of it—just what you need when you need it. Email killing you? Check out chapter 6. Interruptions ruining your focus? Tap the power of block days—chapter 10. No time for family or friends? Try an "info-techno Sabbath"—chapter 11. Screen out non-essential information Identify and retain what you really need Turn information into results Deal with information clutter Find your way through the Internet thicket Safeguard and optimize your time Reconnect with loved ones Surviving Information Overload will bring focus, effectiveness, and sanity to your fast-paced life. Buy it—because you'll use it. It's a small investment, and the returns start immediately. About the Author Kevin A. Miller is vice president of resources for CTI. A print and internet publisher in the Chicago area. He is editor-at-large of Leadership Journal and author of the books Secrets of Staying Power and More Than You And Me.