Managing information

A tentative approach...

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It is well known that…

According to the findings in a recent study…

The information appears on page 54 in the report from…

It might well be possible that…

Did you adjust the calculations for the variance in blood pressure, and …

It is generally assumed that Homo sapiens sapiens developed from…

Please read the five attached documents and respond as soon as possible…

This program wishes to connect to the Internet. Will you allow it or…

I cannot locate the file you send me…

Remember to pick up the children on your way home…

If one combines the recent data with the information already available, then…

Please fill in the missing data in the form…

This is an important amendment to the report you received yesterday…

And now! The weather forecast for tomorrow…

What is really that well known…?
The information society

- An information society is a society in which the creation, distribution, diffusion, integration and manipulation of information is a significant economic, political, and cultural activity.
- The knowledge economy is its economic counterpart whereby wealth is created through the economic exploitation of understanding.
- People that have the means to partake in this form of society are sometimes called digital citizens.

From Wikipedia
Rubbish!

We have always lived in information societies! It’s only the quantity of information and the speed of swapping that has increased...!

A prehistorically Facebook?

Hi everyone!

We went hunting last week and got some of those animals you see here.

One of the chaps got his head ripped off by a sable tiger. Bad for him but fine for me: I got his woman!
The next 50 minutes...
• What is »information«...?
• How information works!
• Mindjet MindManager
What is »information«...?

- Information as a concept has many meanings, from everyday usage to technical settings.
- The concept of information is closely related to notions of constraint, communication, control, data, form, instruction, knowledge, meaning, mental stimulus, pattern, perception, and representation.
- In its most restricted technical meaning, information is an ordered sequence of symbols.

From Wikipedia
As an influence...

• If [...] the premise of "influence" implies that information has been perceived by a conscious mind and also interpreted by it, the specific context associated with this interpretation may cause the transformation of the information into knowledge.

• [...] but the condition of "transformation" is an important point in the study of information as it relates to knowledge, especially in the business discipline of knowledge management.

• In this practice, tools and processes are used to assist a knowledge worker in performing research and making decisions [...]
Personal information management (PIM) refers to both the practice and the study of the activities people perform in order to acquire, organize, maintain, retrieve and use information items such as documents (paper-based and digital), web pages and email messages for everyday use to complete tasks (work-related or not) and fulfill a person’s various roles (as parent, employee, friend, member of community, etc.).

More...
One ideal of PIM is that we always have the right information in the right place, in the right form, and of sufficient completeness and quality to meet our current need.

Technologies and tools such as personal information managers help us spend less time with time-consuming and error-prone activities of PIM (such as looking for information).

We then have more time to make creative, intelligent use of the information at hand in order to get things done, or to simply enjoy the information itself.

From Wikipedia
Infomania & infornography

- **Infomania** is the debilitating state of information overload, caused by the combination of a backlog of information to process [...], and continuous interruptions from technologies like phones, instant messaging, and email.

- It is also understood as distraction caused by the urge to check email, text messaging and other sources of information, which causes the person to show symptoms to neglect other, often more important things - duties, family, etc.

- **Infornography** is used to define an addiction to or an obsession with acquiring, manipulating, and sharing information.

From Wikipedia
Next : How information works
Feeding information

»Knowledge«

Info

»Knowledge«
Sharing information

»Knowledge«

Info

»Knowledge«
Future information management?

The future has begun — it’s just unevenly distributed...
On the efficiency of information

- Who’s informing?
- When was this information produced?
- Who is intended for?
- What is it about?
- What is the duration of its contents?

Difficult!
Clinical information about how to deal with abnormal values of estimated glomerular filtration rate (eGFR) [kidney function]
The very same information!

About using graphics:

The more information and the more complex, the more important!

It takes more time to produce such information...

...but it takes much less time for the recipients to grasp it!
Organising information — my model

Politics, leadership & management
- Business core activities
- Instructions (external)
- Ideas
  - Personal stuff etc.
  - Keep this section small!

Operational processes
- Various

Informatics, teaching and education
- Various

Research & development
- Various

Various
- Various

Ad modum UG
Next: Mindjet MindManager
Thank you for your attention

Questions...?