# Tools for Managing Professional Information Overload

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Monday, October 3, 2011

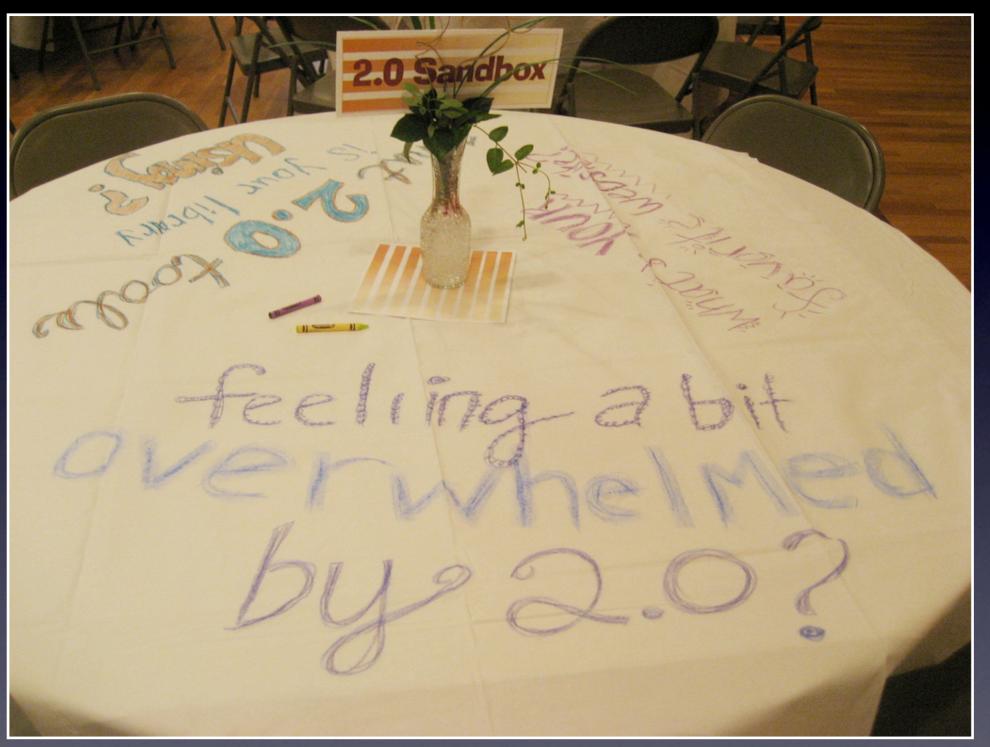
No need to write down all the sites mentioned or links. I've given you a bookmark that highlights the major points we'll be covering, and it includes a resource link to the presentation resources page.



Source: "share your ideas" by Flickr User Britta Bohlinger under a CC License, <u>http://goo.gl/</u> <u>QU6Ea</u>

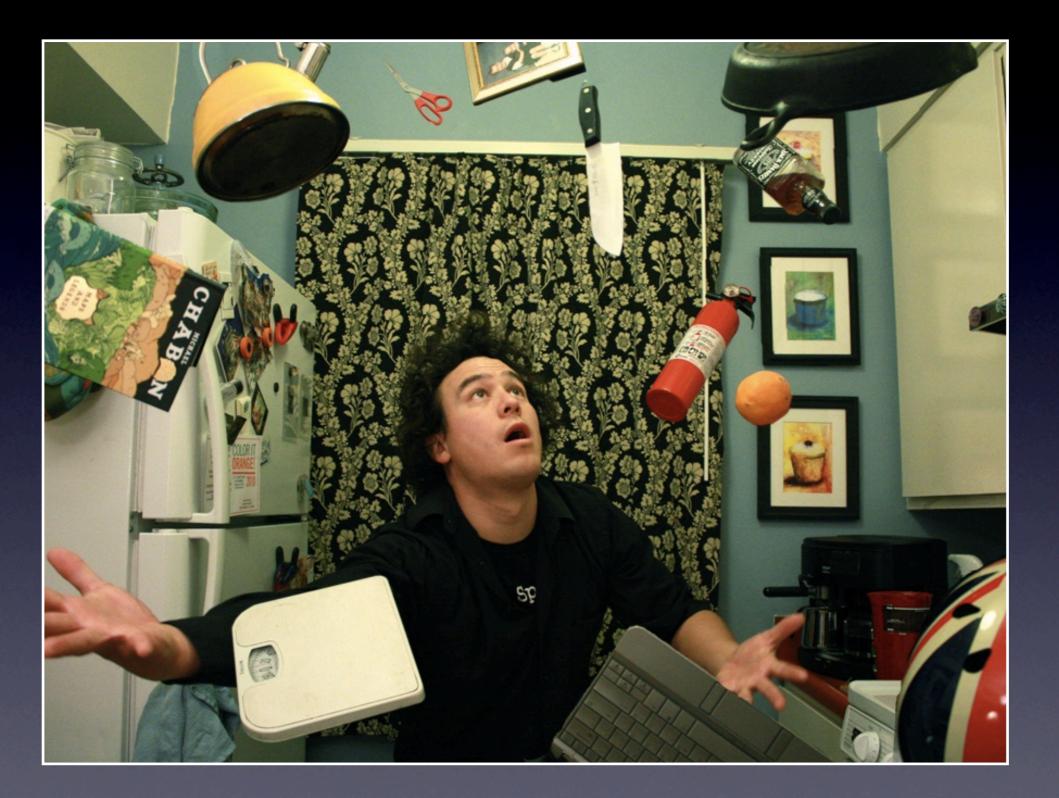
Monday, October 3, 2011

Individuals think about info overload -- how do you currently deal with it? Write down three ways on the provided sticky notes. If you don't deal with it at all right now, you're never overwhelmed, share that. Talk to neighbors if you're stumped. You have two minutes.



Source: "MS Library 2.0 Summit Birds of a Feather Lunch Tables" by Flickr User msulibrary I under a CC License, <u>http://goo.gl/</u> <u>4vwfx</u>

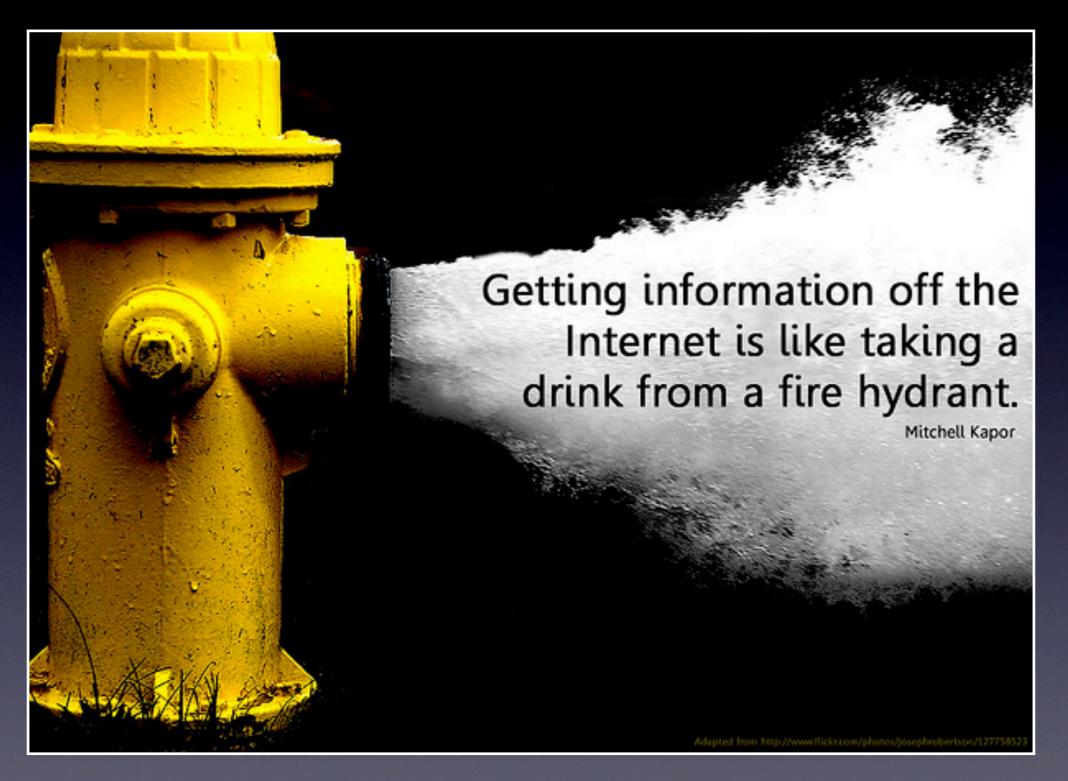
Monday, October 3, 2011 Feeling overwhelmed by 2.0? By Technology? By Information?



Source: "Balance..." by Flickr User mind on fire under a CC License, <u>http://goo.gl/JeFB7</u>

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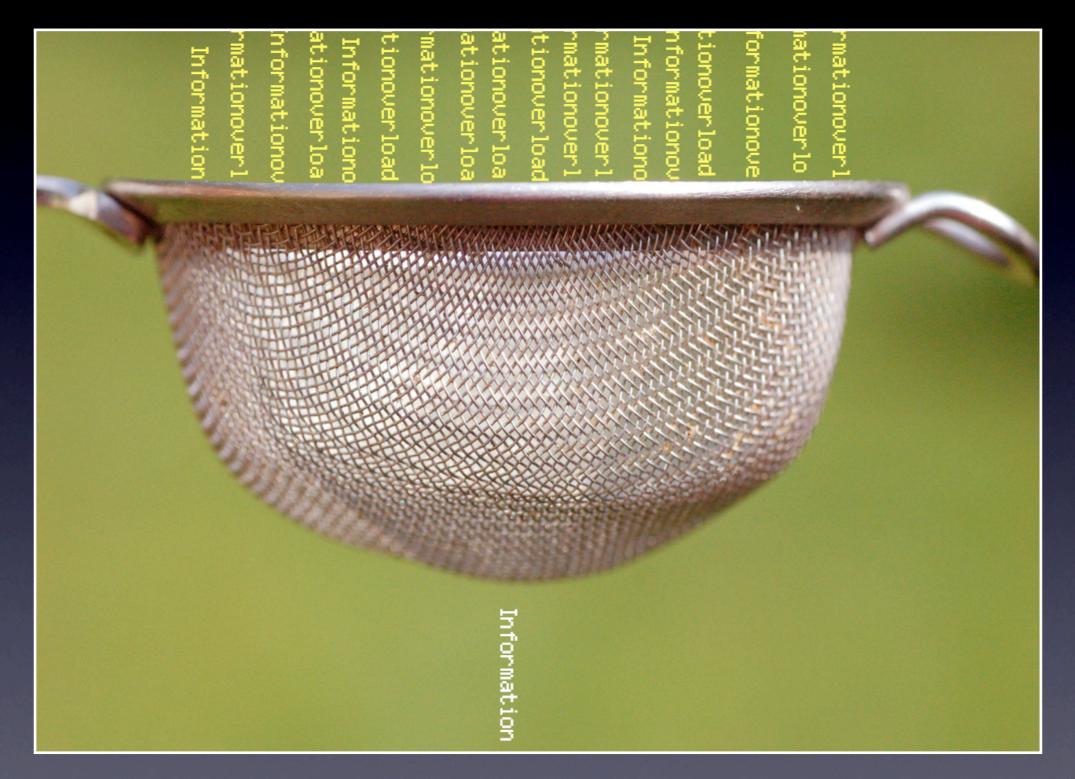
Does this look like your life as you try to keep up with your day-to-day tasks, family, eat, work at the library, keep up with current issues, read your email, read books, stay on top of listservs, listen to a webinar, pay bills, and sleep?



Source: "information hydrant" by Flickr User Will Lion under a CC License, <u>http://goo.gl/</u> <u>tEsq4</u>

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On the web, getting information is like taking a drink from a fire hydrant. Its too much at once!



Source: "information overload" by Flickr User verbeeldingskr8 under a CC License, <u>http://</u> <u>goo.gl/hwqo4</u>

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You want to be able to sift through and filter all the extra out and only get what you need.



Source: "Seamless Train" by Flickr User DaveFayram under a CC License, <u>http://goo.gl/</u> <u>3cAAB</u>

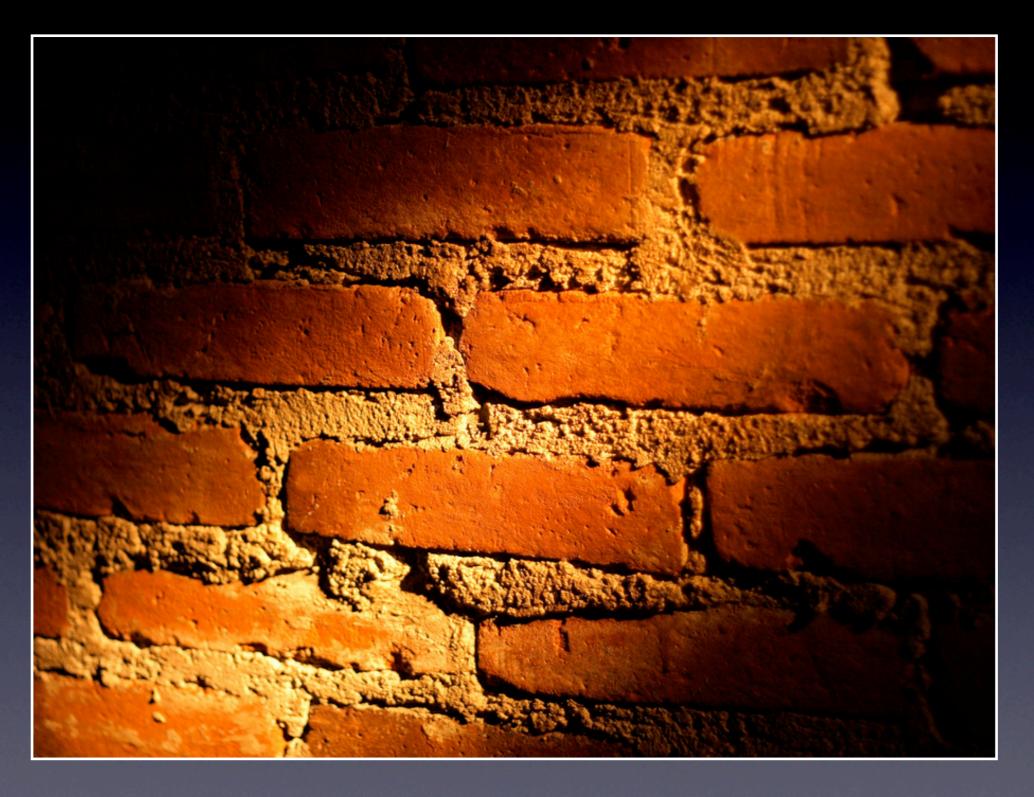
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But everything flies by as a blur, too fast, too much, and it all bleeds together.



Source:"The Road" by Flickr User Stuck in Customs under a CC License, <u>http://goo.gl/</u> jBtd8

Monday, October 3, 2011 And it never ever ends or stops.



Source: "Bricks" by Flickr User Esparta under a CC License, <u>http://goo.gl/yHtis</u>

Monday, October 3, 2011 You hit a brick wall when you try to keep up.



Source: "Outtake - Nooo! [Overwhelmed]" by Flickr User and reas. thor under a CC License, <u>http://j.mp/fWk7Gx</u>

Monday, October 3, 2011 And lose your mind (and hair) instead.



Source: "Yellow Arrow" by Flickr User Ian Muttoo under a CC License, <u>http://goo.gl/</u> <u>BFtmz</u>

Monday, October 3, 2011 Is it even possible to find direction?



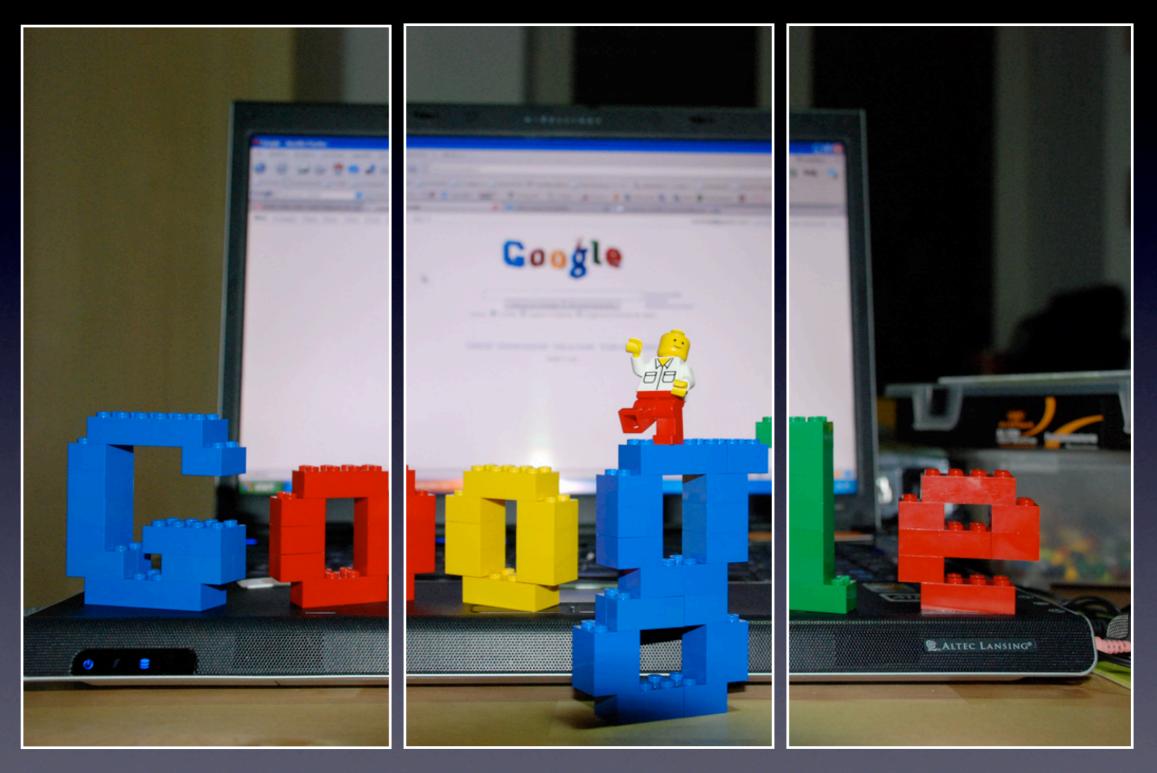
Source: "Jubilant Winners Enjoy Success" by Flickr User c.a.muller under a CC License, <u>http://goo.gl/ewc1h</u>

Monday, October 3, 2011 And succeed at managing information overload?



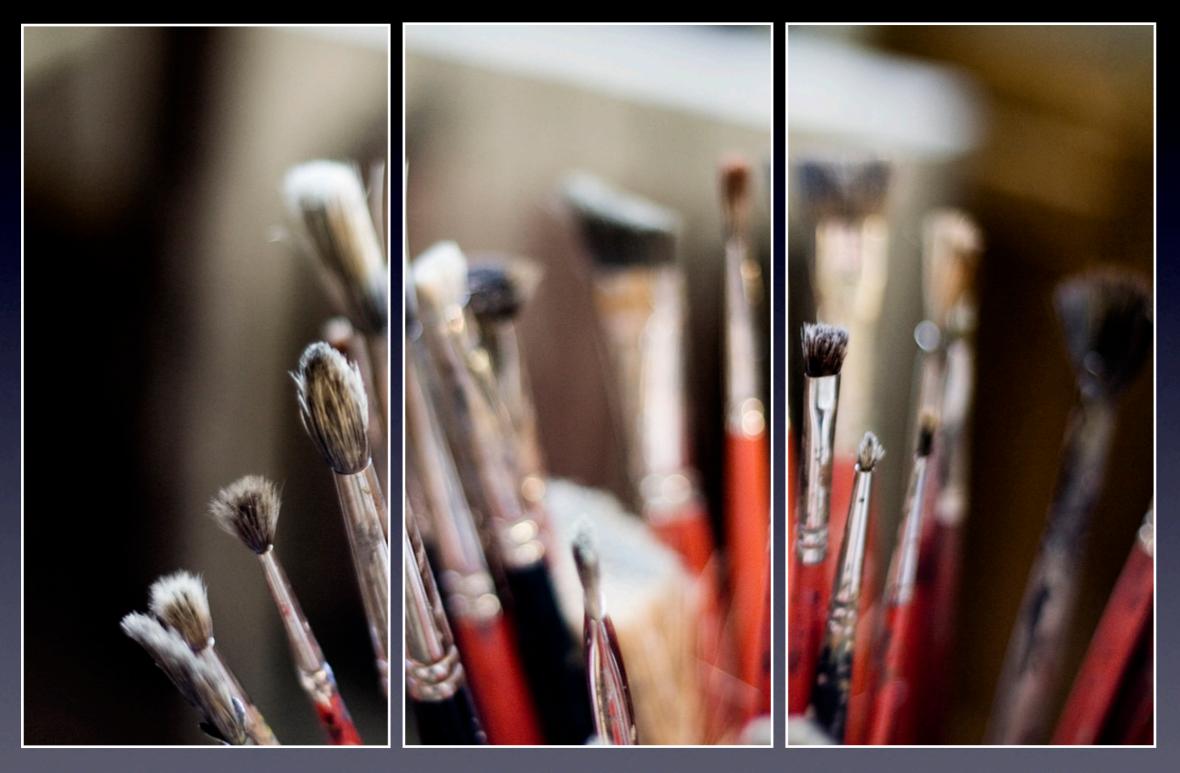
Source: "Tip Jar at Huckleberry" by Flickr User Muy Yum under a CC License, <u>http://goo.gl/</u> <u>DHU3Z</u>

Monday, October 3, 2011 It is possible if you keep 5 tips in mind



Source: "Google Lego 50th Anniversary Inspiration" by Flickr User manfrys under a CC License, <u>http://j.mp/bFy036</u>

Monday, October 3, 2011 access 5 resources.



Source: "Google Lego 50th Anniversary Inspiration" by Flickr User manfrys under a CC License, <u>http://goo.gl/P3FoU</u>

Monday, October 3, 2011 and use 5 tools.



Source: "Hands Across the World" by Flickr User Building Unity 1000 Families under a CC License, <u>http://goo.gl/TUfAJ</u>

Monday, October 3, 2011 Are you ready?



Source:"Go" by Flickr User Peet Reed under a CC License, <u>http://goo.gl/oXux5</u>

Monday, October 3, 2011 Let's go!

# 5 Tips

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5 Tips for keeping in mind as you deal with the overload.

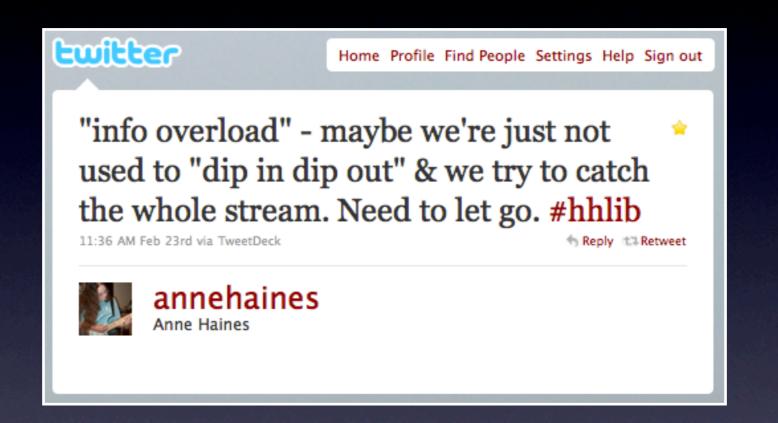


## I. Information overload has always been present. It's not new.

Source: "Scrolls" by Flickr User Hc\_07 under a CC License, <u>http://j.mp/i31UZV</u>

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"Worries about information overload are as old as information itself, with each generation reimagining the dangerous impacts of technology on mind and brain. From a historical perspective, what strikes home is not the evolution of these social concerns, but their similarity from one century to the next, to the point where they arrive anew with little having changed except the label." --<u>http://www.slate.com/id/2244198/pagenum/all/</u> Writing. Printing press. Newspapers. Studying. Radio. Gramophone. TV. Computers. Social Media.



# 2. You're never going to be able to keep up with everything.

Source: <u>http://bit.ly/i4pGx5</u>, 2/23/11

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Let go. Do it. I dare you. From NPR this summer, "The Sad, Beautiful Fact That We're All Going To Miss Almost Everything", by Linda Holmes"If "well-read" means "making a genuine effort to explore thoughtfully," then yes, we can all be well-read. But what we've seen is always going to be a very small cup dipped out of a very big ocean, and turning your back on the ocean to stare into the cup can't change that."

http://www.npr.org/blogs/monkeysee/2011/04/21/135508305/the-sad-beautiful-fact-that-were-all-going-to-miss-almosteverything?sc=fb&cc=fp:



3. "These things are TOOLS to serve you & help you. Don't let them manage you. Manage them. Remember you are a human being not a human doing." --Bobbi Newman, www.librarianbyday.net Newman, www.librarianbyday.net

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Wise wisdom from Bobbi. Choose. Be selective. Do what works for you and toss out the rest.



## #4 Learn the art of skimming links and articles to "maybe" save for later. "trash and treasure"

Source: "Accessory I" by Flickr User Urban Woodswalker under a CC License, <u>http://j.mp/</u> <u>eXD4p9</u>

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Learn ways to find the gems. And trash the rest. Learn to quickly scan through information and links. "The key is I don't do it the moment it comes up. If I see an interesting tweet with a link and I have time, I will dig deeper but most of the time I only glance, decide if it is something to look at and save it for later." Richard Byrne on Twitter.

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### 27 instant messages

4 text messages

#### 17 phone calls

98 work emails

#### 52 personal emails

127 social network status updates

I hour of television



76 email listserv messages I4 social network messages 825 RSS feed updates 30 pages from a book 5 letters II pieces junk mail I periodical issue 3 hours of radio

### #5 You're not alone in this struggle.

stats from "Being Wired or Being Tired: 10 Ways to Cope with Information Overload" Sarah Houghton-Jan, *Ariadne*, July 2008, <u>http://j.mp/10Dc2</u>

Source:"my scared cat" by Flickr User Paolo Margari under a CC License, <u>http://j.mp/</u> <u>gcFR70</u>

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Everyone is overwhelmed. Even those who seem to be techie, plugged in. We're actually worse at times. Bonus: your peers are your biggest help. Listservs and ask questions. Ask for help.

## 5 Resources

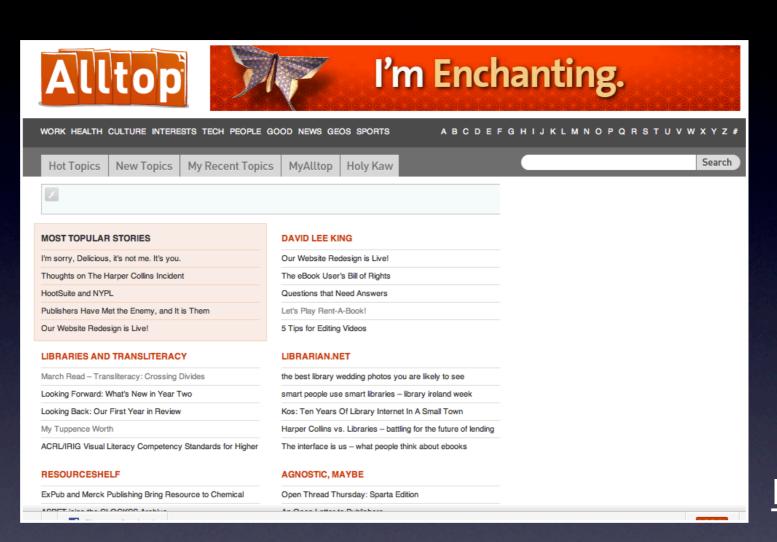
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5 go-to library-related resources to help manage informaton overloads -- these are some of the treasures that can be quickly glanced at.

<u>libraries.</u> <u>alltop.com</u>

## <u>kidslit.</u> <u>alltop.com</u>

<u>education.</u> alltop.com



<u>rural.</u> alltop.com

### <u>books.</u> <u>alltop.com</u>

### my.alltop.com

### #I:Alltop: www.alltop.com

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Polly Farrington told me about this one -- its a way to easily scan different tops and top links. This site controls the content, for the topics listed and many others. These pages aren't customizable. But you can create your own account and your own pages of information.

### LIBRARY LINK OF THE DAY

#### Today's Link for September 13, 2011: Amazon 'to launch book rental service' [Telegraph]

#### What is this?

The Library Link of the Day provides you a daily link for keeping up to date with the library profession. Destinations include the latest library news, good reads on the web, and other valuable resources that a library knowledge worker should know about. The link is presented without commentary. Links always lead to free content, but sometimes require registration (also free).

#### Who is it for?

If you already read ten library-related weblogs, subscribe to twenty discussion groups, and scan another thirty or so news sites, this service may not be for you. If you are involved with or interested in libraries *but didn't know* that there are over a thousand library weblogs, this service is designed specifically for you. It is a way for busy librarians and library fans of all kinds to review items of interest that they may not have heard about otherwise. See the Information Sources page for links to related sites.

#### Can I get the link delivered?

You can sign up to receive the daily link via e-mail. Just fill in the form below. You will receive a confirmation message.

Name (Optional): E-mail: Sign Up Remove

XHL RSS 2.0 An RSS feed is also available. You can change the number in "days=1" to view a more extended history.

#### Where are the older links?

2011: January   February	March   April   Ma	ay   June   July	August   September		
2010: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2009: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2008: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2007: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2006: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2005: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2004: January   February	March   April   Ma	ay   June   July	August   September	October   November	December
2003: January   February	March   April   Ma	ay   June   July	August   September	October   November	December

This service (see this Ex Libris article for more info) is run by John Hubbard (write to me).

🖥 Become a Fan

# #2: Library Link of the Day <a href="http://www.tk421.net/librarylink/">http://www.tk421.net/librarylink/</a>

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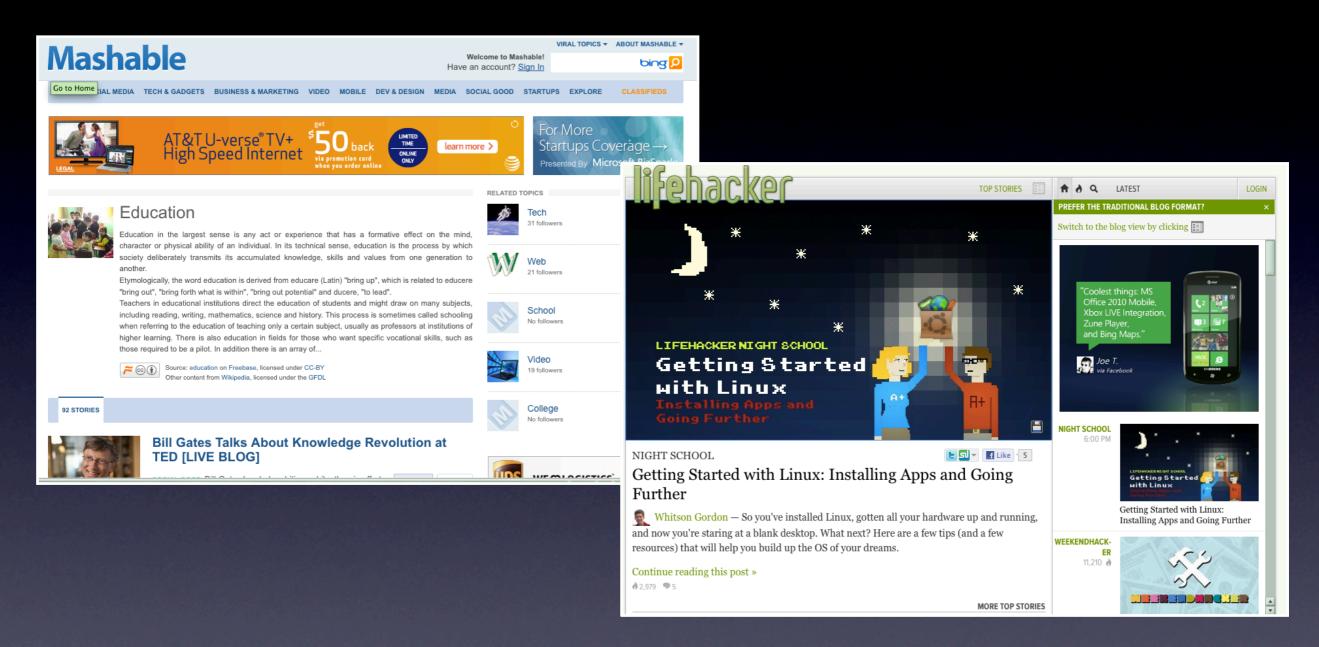
From Diana Weaver: "I like to get Library Link of the Day in my email box. It's not just about public libraries, but academics, schools, technology, publishers - all things that intertwine with our profession. Sometimes it's not terribly relevant, but always it is something useful to consider."



### #3: American Libraries Direct: americanlibrariesmagazine.org/aldirect

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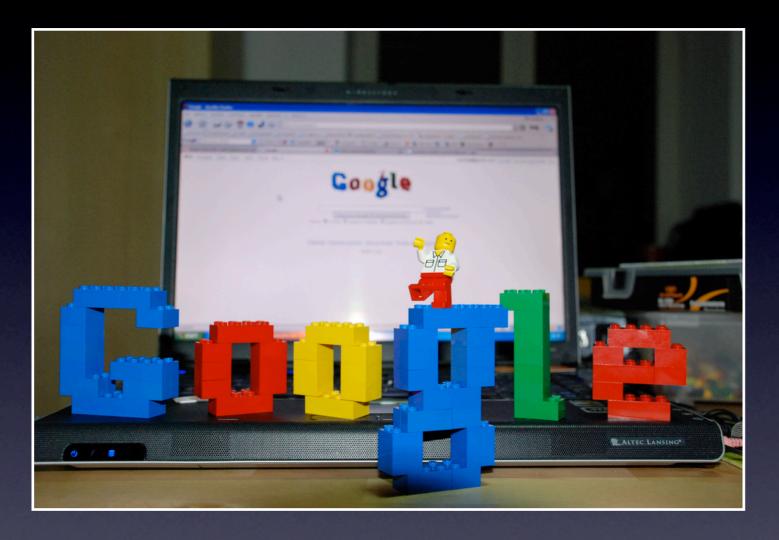
Weekly summary of library news from American Library Association on a variety of topics.



## #4: Mashable & Lifehacker www.mashable.com & www.lifehacker.com

Monday, October 3, 2011

Quick glances at these sites or following their Facebook fan pages -- they're treasures -- and trash. But the gems here are worth it. We learned about Jing and Dropbox through these sites. Great easy-to-understand tech explanations, as well, and other techie/get things done/stay-organized tips, especially on Lifehcaker.



## #5: Google...<u>www.google.com</u> I'm not kidding

Source: "Google Lego 50th Anniversary Inspiration" by Flickr User manfrys under a CC License, <u>http://j.mp/bFy036</u>

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Need to know something, ask Google. It's my not so secret resource. "Let's go consult the manual," so says Liz Rea.

# 5 Tools

Monday, October 3, 2011

The following are 5 tools that can help manage information and articles to save for "later", archive, and aggregate.



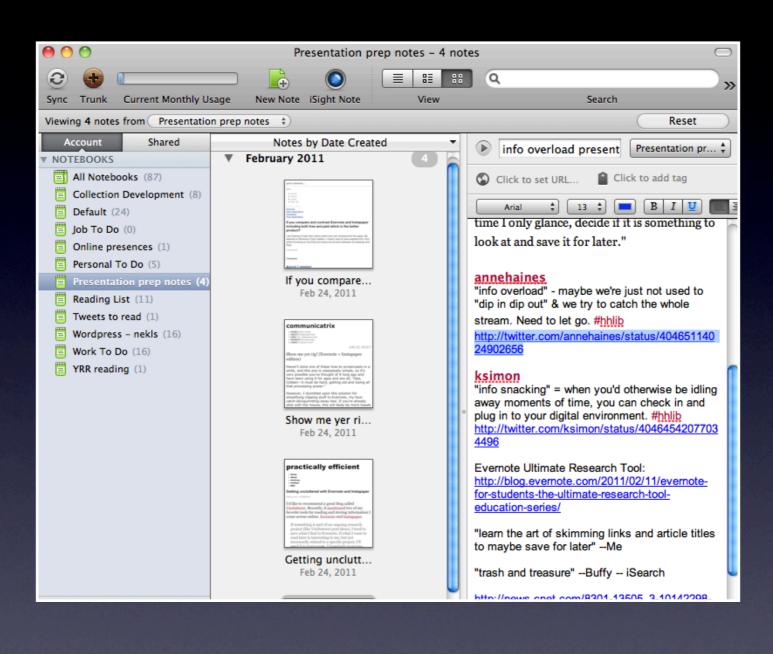
Instapaper	Hello,	Extras Account Log or
A simple tool to save web pages for re	eading later.	
Browse • Unread • Starre	d · Archive	+ Add ADVERTISEMENT
scsdmedia: LOVE this! @RT Takes a Village: CVHS Custo Literacy and Libraries : http://tinyurl.com/4byk93	odial Staff Supports	t Archive
via InstaScriber	twitter.com - today - Edit -	MailQuatro is ahead on simplicity, it does more and is completely web based. Try it free.
★ web20classroom: RT @keve & Help Sheets for IWBs http @rmbyrne #edtech @PrometheanUSA #promet	o://bit.ly/e6qk81 via	t Archive DOWNLOAD
via InstaScriber	twitter.com · today - Edit ·	Move - Delete Printable Kindle ePub
cybraryman1: My TED (Tech and Design) page: http://tin #edtech #edchat		t Archive FOLDERS
via InstaScriber		🔤 Read Later
	twitter.com · today · Edit ·	Move - Delete
		Learning/education (gene
★ jackiegerstein: Got to get so	cial media into school Text	t Archive 12-6-10 week

### #1. Instapaper: <u>www.instapaper.com</u>

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Read Later. (alternative readitlaterlist.com). Save articles/links for reading later in an ad-free screen. Has apps available. I'm terrible about remembering to go back and read what I've saved, but I've found stuff I vaguely remember saving here many times. It's been my favorite iPad and iPhone app since day one of usage. Browser bookmarklet available to easily save links.





### #2: Evernote: <u>www.evernote.com</u>

#### Monday, October 3, 2011

Oh evernote. Where have you been all my life? I built a good bit of the original version of this presentation and saved its resources using Evernote. Evernote can be used through the web, through your computer, through tablets, and through phones. It's has a free level, and free app. Everything is stored online.

Evernote has endless uses. Save text notes, pictures (through mobile app), web clips, links, make to-do-lists. Share notebooks. Catch all for information. Voice notes. Desktop. Mobile. Web. Email stuff to it. Check it out. Buffy Hamilton (The Unquiet Librarian) and her students swear by this tool. When I discovered the desktop client could do to-do lists, I finally found a solution to my mess of sticky-notes on my desk!



Transition from Delicious to Diigo ~ Instruction & FAQ

### **Collect and Highlight, Then Remember**



### #3: Diigo: <u>www.diigo.com</u>

#### Monday, October 3, 2011

Diigo is an alternative to Delicious. There was a time earlier this year where Delicious's future was uncertain. I looked for an online bookmarking option, and fell in love with Diigo.

Diigo has seriously impressed me. Lots of options and ways to save resources, create lists, share, bring in favorites from twitter, organize. Share full webpages, read it later option. I have barely scratched the surface with my use of this tool. Delicious never blew me over with its features. Diigo has.

Bonus: Pinterest.com. Requires an invite still, but you can save and catalog photos of anything on the web. I've started cataloging photos that can be used on websites and in presentations, that are licensed Creative Commons. :)

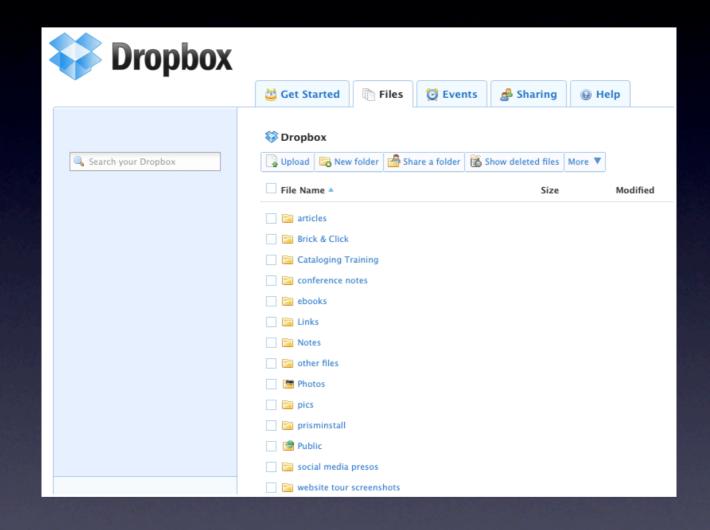
New Here? Plans & Pricing Webmasters Help Login &
Subscribe to your favorite BLOGS, FEEDS, AND NEWS in seconds.
Website or Feed URL www.websitehere.com
Your Email Address your@emailhere.com
SUBMIT SAVE TIME USE THE BOOKMARKLET!
Subscribe to 5 websites absolutely free!   <u>View Plans &amp; Pricing</u>

### #4. FeedMyInbox: www.feedmyinbox.com

Monday, October 3, 2011

Have you been told about RSS but just haven't ever figured it out? Do you have websites you visit regularly each day and want updates sent to you? Try feedmyinbox. Cindi Hickey swears by this tool. I use it right now to send me daily posts from Lifehacker, my unread main folder in Instapaper, my Twitter favorites, and my new Diigo bookmarks each day. It's free up to 5 sites.

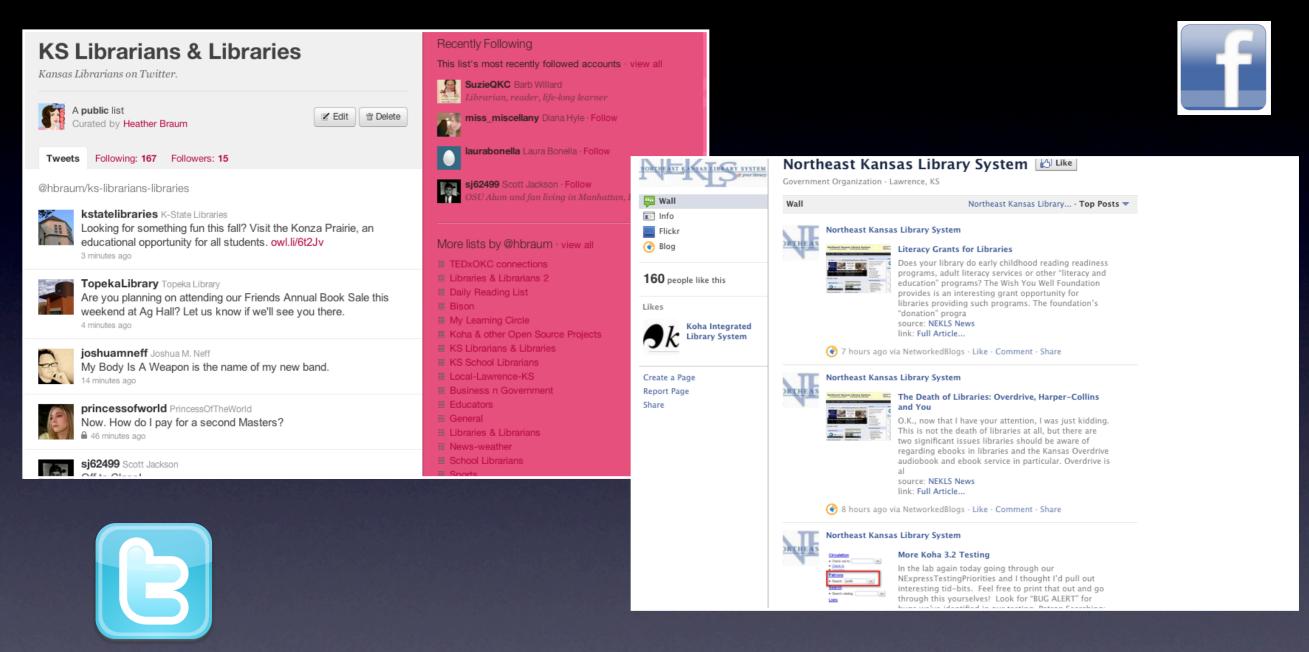




### #5. Dropbox: <u>www.dropbox.com</u>

#### Monday, October 3, 2011

This next tool has more to do with file management, but even with that we can get quickly overwhelmed. Constantly losing files you need to transfer between home and school because you lost your flash drive, lose track of the correct version, etc? Try Dropbox. You can upload, sync files here. Access from mobile devices. Set up syncing folders on multiple computers. Share folders. It's awesome.



### Bonus: Twitter & Facebook <u>www.twitter.com</u> & <u>www.facebook.com</u>

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Build your network of people to help you. Like pages on Facebook of sites you want to quickly see from time to time (maybe even some of the resouces I mentioned today). Twitter -- check out my lists and see who's there and what's being shared. Make your networks work for you. Some call this a personal learning community or environment. In the resources, I've listed a webinar recently done on personal learning communities.

# Additional Tools

- Google Reader (<u>reader.google.com</u>)
- Livebinders (<u>www.livebinders.com</u>)
- iGoogle (google.com/ig)
- Pinterest (<u>www.pinterest.com</u>)
- Email Filters
- Browser Add-ons
- KANLIB & Publib listservs

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These are some others ideas from other colleagues. I have a love-hate relationship and mark all as read relationship with Google Reader. Livebinders I keep seeing people RAVE about, but haven't checked it out yet, PBworks is an great wiki building tool. iGoogle (and other portals). Pinterest again. And browser add-ons for many of the tools already mentioned.



Source: "share your ideas" by Flickr User Britta Bohlinger under a CC License, <u>http://goo.gl/</u> <u>QU6Ea</u>

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Before getting to questions, lets stop for two minutes, and i want you to rebrainstorm 3 ways you're going to deal with information overload now. If you need to, you can cheat off the bookmark :)

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## Further Resources

- "Being Wired or Being Tired: 10 Ways to Cope with Information Overload" Sarah Houghton-Jan, Ariadne, July 2008, <u>http://j.mp/10Dc2</u>
- "Getting uncluttered with Evernote and Instapaper" from practically efficient blog, June 22, 2010, <u>http://j.mp/c9SVt5</u>
- [Video] Web 2.0 Expo NY: Clay Shirky (shirky.com) It's Not Information Overload. It's Filter Failure. September 2008, <u>http://j.mp/5OCWIH</u>
- "Inbox Zero", Merlin Mann. Articles: <u>http://j.mp/ifl6Wd</u> and Video: <u>http://j.mp/Ok4MC</u>
- "Building and maintaining an online professional learning community", Jayme Linton, *Learn NC*, <u>http://j.mp/g0LnZz</u>
- "Twitter: Keeping Up With It All", Richard Byrne, Free Technology for Teachers, February 24, 2011, <u>http://j.mp/hSf37L</u>

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Here's some useful articles. They're all linked off the presentation resource page. I've built a Diigo list for this presentation.

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## Further Resources

- "Coping with Information Overload" Infopeople webinar by Sarah Houghton-Jan, May 2011, <u>http://goo.gl/Ed2YS</u>
- The Shallows by Nicolas Carr, 2010
- Brain Rules: I 2 Principles for Surviving and Thriving at Work, Home, and School, by John Medina, 2009
- "How to Keep Up with (Almost) Everything" Libguides, by Buffy Hamilton, <u>http://goo.gl/amdqT</u>
- "What I'm Reading Online This Spring: Fountains of Information, Insight, and Inspiration", by Buffy Hamilton <u>http://goo.gl/dgvoK</u>
- "Happiness Through Personal Learning" by Marianne Lenox, from the 2011
  WJ Trends in Training and Learning conference, <u>http://goo.gl/343D0</u>

Monday, October 3, 2011

Here's some useful articles. They're all linked off the presentation resource page. I've built a Diigo list for this presentation.



Source: "Question" by Flickr User Stefan Baudy under a CC License, <u>http://j.mp/XRqF2</u>

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## Contact me

Presentation Information: <u>http://goo.gl/8aFDX</u>

- Links: <u>http://j.mp/fXUIAm</u>
- Contact information:
  - Email: <u>hbraum@nekls.org</u>
  - Twitter: @hbraum
  - <u>http://about.me/hbraum</u>

Monday, October 3, 2011 Let me know if you have any questions!