Title: Coping with Information Overload
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Today's webinar is called "coping with information overload." And are presenter is Sarah Houghton-Jan. She writes for her award-winning blog. In 2010, she published her first book, "technology Training in Library. I am happy to introduce. -- Sarah.

Hello everyone. Thank you for coming. I see we have quite a few people. Welcome to everyone. We will talk about information overload which is a hugely important topic for many of us, personally, professionally and this is a technique that we can teach to our users and customers. Dealing with the influx of information affect everyone today. It is no longer anything that is isolated to just a few people. Pelfrey two questions in the chat box. I will try to keep an eye on that as I am talking. Also, feel free to complete about -- tweet about the session. And I will try to keep on that. With that, let's go ahead and get started.

I think one of the biggest questions with why information overload is such a big topic is why does it start all of a sudden? To -- in the last few years? The consumption and production of information and why has it changed drastically? I think there is a quote that sums it very well. We have become in turn -- proficient -- then we are in managing it. Technology usually allows us to create new information without human intervention.

I think both of those factors mashed together. You have all of this information flowing out. Some flowing out automatically. We don't yet have the tools, skills or strategies for dealing with that information as it is produced. This is another quote that I like. In an online world of small pieces, librarians are among be well-qualified and -- joiners of those pieces. I think that is true. We like to help people deal with this influx of information. I encourage all of you to take anything you take away from today's webinar, even if it is just one or two strategies and share it with colleagues and users if you think it is useful.

I think we can capitalize on our knowledge and our ability to organize information to deal with information as it flows in. And you fill that unique role in your community. At the question I get asked a lot is where does this come from? Where does information overload come from? To me, it comes from the desire to know and to be a part of things. And those two elements are very familiar to a lot of library staff. We like to know stuff and relate to be a part of things and share things with others. So, I created this chart looking at the general capacity to create information and the capacity to consume. Things really started taking off at the beginning of this past decade.

Looking at our ability to receive that information, it has changed. It has been on a steady increase. A lot of studies back this idea up. This drastic difference over the last decade. Things that just changed and we have not changed quickly enough with them, unfortunately. I did, but we get into strategies, talk about the negatives of information overload. Right now, this was in 2005, 28% spent 2.1 hours of the day is consumed by interruptions. I think many of us can identify with that and agree that that is indeed right. Another study in 2005 showed that IQ scores when they were interrupted by e-mails or phone calls during the test, ended up being 10 points lower than they normally would be.

So, the lesson there is that information overload and being interrupted I stuff all day is force then -- wait for

us -- way worse then smoking marijuana on the job. What does it do to your brain? A lot of us call it attention deficit trait. It has been a popular in -- psychology literature. It is defined as a sustained negative neurological effect. It comes from the influx of information we cannot process. This quote says that the brain embody get lost within circuit while the brain and loses sophistication. That sounds scary. They have difficulty staying organized and managing time. They feel a constant low level of panic and guilt.

I think, most people, when you think about information overload and what it does to you and what does it make you feel? How do you feel when you're trying to catch up on e-mails when you first come in, in the morning. When you look at this giant list of articles he said he would read later? And that stack of magazines next to your bed, how does it feel? It pretty much sums it up, the low-level feeling of panic. And what it is your brain. It is interesting to me, having been captured and defined, as a real effect. We are not just making it up in our heads.

We will go through some strategies. One by one. The first one is controlling the influx of data. Before you can deal with the data that you have and you're going to get on a regular basis, you need to control what is coming in. You need to think about the different inputs, all of the different ways you are receiving the information. The biggest erection I can give all of you as a first up is to stop and take a half an hour and inventory all of your input. Where are you getting your stuff? E-mail? Through twitter? Through RSF? Through mail at home and work? All of these professional and personal input. It about what is coming in and how it is coming in. It might be technology or media or however you are getting that information. That is a big piece of how you will cope with it as it continues to come in.

Also, look at all of your devices. What to use at work with you would use at home? Which different input are you viewing on each? If it is not printed, you are working on a device to interact with. A lot of times, I find the one that using the optimal device to get the interactive information. That can be a source of stress for them. Looking at all of your devices, that is another part of that inventory. Look at all of the stuff that you have coming in and really think hard. Is this adding to my ability to do my job well? Is it adding to my quality-of-life? Is it making me happy to do whatever that input is supposed to do, is he doing it? -- is it doing it?

Lead it down to what -- Weed it down to do -- to what you know you can review. That initial giant reading process needs to happen -- weeding process needs to happen before you can get a handle on it. If you are like me, you build them up over time and then it comes out over -- out of control. It creates a vicious cycle. I love this cartoon. What we get is we get information. We consume it. A lot of that information is pointers to other sources of information. And that looks interesting is what we say. And it just keeps coming and coming. And the more than information that comes, the more pointers to other information you get and the more stressed out you are.

And you can't process the original that. Things will get worse and he break the cycle. Taking that inventory, that has to be the first up. -- step. Another step is communication etiquette. This can be in the workplace. This could be asking your mom not to send you all of those goofy e-mails. It could be anything. Talking to people who are a part of your information consumption world. And who are perhaps adding to your stress. It is important. Talking about this at staff meetings. The appropriate use of e-mail. He appropriate use of double is aboard. -- double is aboard. -- the bulletin board.

All of those questions I think, as a group, discussing them, you can raise the awareness and how people use the write method of to mitigation -- way of communication and disseminating that information. They do we

get those e-mails where we read the first paragraph and then we give up. We need to let people know that is what is happening. They are not reading the rest of their message. They need to be more cognizant of how to get information across. Another area I think we can all build on for it overload is organizational skills.

One of the things I do everyday is work on -- there are several different information -- names for the approach. Looking at goals for your day and we. -- and week. And breaking it into smaller chunks. Thinking about what are the overall goals. It could be larger scale project. What are the big-time things you're trying to get to? How do you get there? Set your self tasks or meaningful gas -- old weekly and then break them into its usable items that you can do daily. I do these antiballistic Google and Alcoa -- an Outlook. It will help you stay on track with different projects. I don't feel overwhelmed by the larger goals and thinking that you don't want to start thinking about dealing with it today because it is too big.

If you have discrete goals like inventory the number of linear feet that we have dedicated to this right now, that is achievable. I can do that and finish it and cross off my list and the like I achieved something. You deal with all of your to do list, your items which are sources of stress or information overload. That can be really helpful. I love this quote. Thinking about doing a thing often becomes its undoing. Maybe it is just me but I will be thinking of something I should if. -- I should do. Longer than a -- you did it -- then if I actually did it.

When you find yourself falling into those traps of thinking about things you need to do or articles your right to read or webinar you were going to go back and listen to, stop thinking and start doing. It sounds simple enough but it does save time and save stress levels. Another tip is to file things immediately. A lot of people have giant piles of stuff on their desk. In the "to be filed" category. They have it in any number of different places. Where they aggregate information. Instead of in the "to be filed" filed -- pilot right away. -- file it right away.

Do it immediately. Don't think yourself an e-mail to pilot a way later. That is a waste of time and a waste of effort. If you can on meet the filing of things, that is helpful. -- can automate the filing of things, that is helpful. If you have a particular subject or person, and pilot that way, that is a helpful way to aggregate your information so that when you need something, you can find it.

Likewise, organizing. Looking at things that are similar and putting them together. That seems very commonsense. Often, one of trying to help their physical or digital files, I'm finding that the same topic comes up a different ways and it is completely unconnected. They are unable to manage that information or conversation across multi-be a type. As much you can, group them together. It should help you make a little bit more sense of your projects, overall.

Is how management is not a strong suit for you, either physical or digital mile -- files, take a class. There are a lot of free online classes. Great articles on file management. If you do that, it will reduce your stress quite a bit. You will be able to find them more quickly and you will have been named in a way that makes sense to you and others if they need to track things down, as well. Don't be too proud to take a class. Like this one, you are here. Obviously, you care. Take another class.

Here are some tips. Tuesday tricky method. Some people use Word files. With a list of ideas they want to follow-up on. I use "other notes" which is a great tool. I use it on my home and work computer and also on my Android computer. That gives me the same access to files and bookmarking system no matter where I am. That is really helpful. There might be multiple methods for tracking. If you check all of your favorite

websites, useful another want to track your photos. It is up to you. You make -- you choose what makes the most sense to you. Think about what you are saving. Think about if it is a worthy. And going back and reading through your files is a good taking.

What might be important today may not be important in a year. Make sure you are naming it topically and specifically. If you have periodic files, meeting minutes or report that you have to do in regular basis, at dates to them. -- add dates to them. So everything shows up in order when you look at the group of files. You will find it helps you find things a lot faster. This is another idea. Keep a master waiting list of everything that is owed to you. You could be waiting to get paid for this. Or get an e-mail back from Bob. Or this particular project. I'm waiting to get a decision from my boss on this other project. I'm waiting to get a call back from my sister on which color she wants my shoes to be for the wedding. It could be anything.

The master waitlist is very helpful. That we don't lose track of things. Perhaps someone loses something because air overwhelmed, that master list can help you make sure you move forward. And state meet. -- stay neat. Your files and your work area and your physical space at home neat. Don't have a pile of stuff at home next to the bed or amount of stuff on the desk. Keep things neat. The more you do that, the more you are dealing with information as it comes in instead of letting it sit there unaddressed and waiting.

Another thing I think is to try new things. Tiny tools as they come out. If they found I can might help you digest organize information. If technology doesn't work for you, it is okay to stop using it. It is okay to let it fall a way not use it anymore. It is okay to try it and say that it doesn't work for you. At least you tried something and give yourself a chance to find a new tool that might help. Getting into another area of dealing with information is time management skills.

This is a funny cartoon which shows how your brain is thinking when you are dealing with all of the different things that we think about. There are a lot of different things to think about. And different information to check and different ideas to track. It can be overwhelming. And pause for a moment to answer questions in the chat room. "Ever notes" tracks everything. It can be anything. Give it a look and see what you think.

Okay. Time management. Keep a detailed time diary. 10 minute increments for about a week. It sounds like a lot of work but it will show you where you are spending her time and on what. Don't think yourself out. And be more productive than usually are or chat less with your coworkers and you normally are. We -- the real about how your time is spent. And you will probably be surprised at how much time you spend on interruptions. Take a look at that. Write down everything you are doing. And look at all of those inefficiencies. Maybe there is a time and date pattern. Maybe you can concentrate after 2 PM. When you are looking at it weeks worth of data. That can help you strategies -- help you strategize throughout the day. And how to make things better.

You sure calendar. I use Outlook but I don't like the task list. And I take all of the little things that I'm supposed to do. They work up to my weekly goals and overall goals. Each of them, I put them in outlet -- and Alec is a half-hour appointment. Starting at 7 AM or so. I have a list of maybe eight or nine or 10 things that I want to get done that day. In addition to my meetings. It is in the immediate visual cue to me about what I should be doing. When I finish each task or goal, I move it up to the top of the were page to show that it is done -- work page to show that it is done. And then at the end of the quarter, I can go back and look at the what I achieved.

That helps me. It helps me keep track of things very easily. Using Outlook up really or whatever calendaring tool or e-mail tool that you use, that is -- outlook -- Outlook or whatever calendaring tool you use. Click on the employment. Put it in as an appointment. Sometimes when you have downtime. On schedule work if you need to. If you know there's something you need to do, like the tasks that I mentioned. They don't have to be done it 2 PM -- make sure they are on their -- there so you can keep track of it and have a good reminder of everything you're doing. Make sure you take breaks. I am 100% serious about this. I'm going to guess that a lot of people attending today don't actually take those 15 minute breaks that are mandated by labor law.

And maybe our 30 minute or one hour lunch break is spent at our destiny personal e-mails or twitter or whatever. Not good. You need a break. You need time away from the computer. You need to relax. You need to unwind. Both physically and mentally. Setting a reminder to set a time to remind you to get up and walk around. That is really helpful and beneficial to your productivity overall as you work through the day. To take your breaks. -- do take your breaks. Also, you sure down time. When you are sitting and waiting for a meeting to start. Or standing in line at the post office. If you have something you could do that could keep you productive. With not being able to accomplish something, that can be helpful. Using that downtime. I often do a podcast and comment on something and listen to a podcast on the topic.

Or music. Just relax and use that downtime to your benefit. I know that is hard but it can be done. So, with all of this, organization and time management and all of this, what about stress management? This is a big part of it. Schedule some non-stress time. This could be one hour a day. They could be a full day on the weekend. Whatever works for you. Schedule time when you are consciously walking away from the computer and not dealing with the mail and not dealing with your phone calls coming in. You are literally and figuratively unplugged. People cannot contact you. Or get information. You rest and relax.

That, I think, will lower stress levels overall. If you do that on a consistent basis and way that works for your schedule. Also, give your posts out permission -- give yourself permission to unplug at well. Turn the phone ringer off. Don't answer it. Go ahead and walk away from the computer. Go read a book. In the reading room. Four while. Give yourself time to unwind. If you're thinking that you were can act or overwhelmed, you yourself permission to walk away. And the long run, it will be beneficial and you will be better able to deal with everything you need to..

Also, if you can't eliminate stressful interactions. I find a very stressful to have people walking up to my desk and start talking to me when I am writing an e-mail or reading something or writing something. It is hard to tell people to stop doing that. But you can tell them that. Turn your phone ringer off. You can turn off the little pop-up notices on your e-mail or twitter client will give you on the screen. Eliminate this point of friction where you feel you are being interrupted by something that is less important and less urgent.

Also, make sure that you and you alone choose when you interact with information and we need anoraks with specific technology. How are you deciding when you are going to be dealing with specific types of data? How do you decide, for example, when you read the twitter? Do you look at it all day and every time a new message comes in, you jump over to reader right away? Maybe it wasn't that useful and you just interrupted yourself?

How do you deal with e-mails? To deal with it as it comes in or do you schedule time to deal with it everyday? We will talk a little bit more about e-mails and just a little bit. Another tip is to cut down your to do list down to what matters. Look at your to do list which has grown over a couple of years. Everything

falls to the bottom that isn't going to get up. If you realistically don't think it will get done, just take it off. It is a need to be there anymore. It just as another point of stress for you and gives you that sent -- visual sense of not achieving what you think you need to achieve.

If it is important, it will rise to the top and it will get done. Feel free to cut down that to do list. Depending on how out of control your list has gotten. This is a big one for all of us. This is hard for library people. Learn to say no. We love to say yes to everything and what to help people and give them what they need. And say no is the single, biggest choice you can make in your like to cut down an overload of all types. Work overload, information overload, stressed overlook. -- stress overload. Just say no. Thing you can't serve on the committee. Not interested in getting that newsletter. Say no to that additional piece of information. For the stress and lack of time that you would otherwise have. Say no.

At home, another thing is to set up a quick and consistently to make little notes to herself about -- to your self about urgent work issues. I used to have a notepad next to my pillow, when I thought of things in the mill the night, I could write about. And then stop thinking about them. If you don't have a way to make a note of what you need to remember, you will think about it for the next couple of hours. So you don't forget to do something. Make sure that you have that quick and easy to deal with work issues and you are not at work. You will think about them because that is how the brain works. I wish you could turn it off. If you have a secret magical pill for doing that, we share with the rest of us.

This tip is one is useful for everyone. I wish I could take it to heart more often. Balance your like to your own standards. Looking at your work like standards and balance. Not letting your boss decide how many hours you need to be a work. Not letting your family members pressure you into cutting out of work early to get to a family of that. Doing what you want. Making sure it is balanced in a way that builds right to you. That works in the way your brain works. And you have that positive sense at the end of the day that you did what you wanted to do with your time. You and you alone are responsible for your own happiness. Take charge of that response ability -- responsibility.

Also, this is a big want the people have started talking about his twitter became more popular. Seeing information as it streams instead of thinking of it as a late -- as a lake. This is a big change for us in the library. We think of it as a giant pool. This information is a giant lake. We went to consume as much as possible. And preserve the rest just in case we want to get it later. Instead, I think the reality is that because of this constant stream of information flowing past us, the constant influx of highly automated information, we have to think about it as a stream. We have to think about it as something that flows by us.

We don't have to be paying attention every second. We don't have to preserve every thing for the future. It is possible that we will miss something. If it is really important, it will keep flowing by in other forms. We will have that chance again to consume that really important article or discussion point that is happening. Overall, the change of mentality of thinking that information from a lake to a stream, that is the biggest psychological shift anyone can make to deal with overload.

There is no way that anyone could consume everything. Even on the small topic. There is so much coming from some a different urgent -- different directions. Here are some tips for dealing with specific types of information. Hopefully this will help. Print information. Yes, it does come in printed form as well. Decide whether you prefer print to digital. You could get it digitally, like a magazine or periodical. Maybe that would cut down a little bit on some of the physical visual stress and workload on your desktop. Think about that.

If it remains unread for several issues, unsubscribe. If they are still sitting and waiting in your pile to be read, just unsubscribe. You are not going to read it unless there is some unusual thing happening all at once. That is causing you to ignore it or three issues. -- for three issues. Make sure you clear out that pile. On your desk. We all have it. On the kitchen table. Maybe next to the sofa. Get rid of the pile. Stuff that you will not get to, check it -- chuck it. It is okay if you got rid of it. No one is going to die if you don't read the latest issue of Rolling Stone. Start from scratch. Start from fresh.

Also, if you haven't done this, go to catalogchoice.org. You can unsubscribe from a lot of catalogs all of want. It takes a little bit to get yourself going on that. But it does cut down on the amount of junk that is coming in your mailbox which is helpful. For online newsletters, if you are subscribing and there are a number that are useful. Think about how it is being pushed to you. Think about that information. Is a coming through e-mail. Or home e-mail? Is it the best way to consume it working you choose to have it is differently. Again, if you are not reading it three times in a row, set in -- unsubscribe.

If you get things my e-mail, create automated filters to put all of the new issues in one folder. These can set them aside. And they don't get lumped in with everything else in your inbox. It is a way of the organizing and -- pre-organizing and pre-filtering it to view it later. If you have it set up, 50 online newsletters that you meant to read but you having a mechanism, get rid of it. Start from scratch. Start fresh. They would you want to continue receiving. Some of it is not applicable and a for you, stop receiving it.

For online learning, like this today, make sure that you schedule yourself for live sessions. Make sure it is on your calendar. Make sure you have reminded herself to be there. I know a lot of people keep the registration or e-mail in their inbox and that is a reminder. You have to put it on your calendar or you will forget. Also, multitasking during sessions. If you are working on work stuff and trying to listen to a live session at the same time, you will get a lot less out of it because you are multitasking.

And, as a friend described it to me, multitasking is a lot more like placing -- slicing a plump -- a plum and not slicing and Apple. -- an apple. It is maybe 40% here and 40% there and 20% is lost in switching back and forth. That is your. I love to multitask -- that is true. I love to multitask. They sure you have a wish list. If you sessions that you would like to go back and listen to, but you could make the live session for it, make a list of what you want to go back and listen to. And maybe put that on your daily to do list when you are able to give yourself time to sit down and listen to them.

And remember how much this affects your yearly training. At 10 being sessions. Webinars. It does affect your ability to develop as a professional. Developing this into your training goals. In order to learn new things. That can really help motivate to keep doing the things. E-mail. The dreaded e-mail. I hate e-mail. But we all still use it a lot. And a lot of it is very poorly. We send sets out the should never go out your e-mail. Here is an idea. I try to use it but there is no magic response. Here are some tools to help us deal with it. Start scheduling yourself time to scan e-mails. This might be in the morning. Or in the afternoon.

And set of trying to tap into it all day everyday as it comes in, schedule yourself time to look at it. It is like the mail. It comes once a day at your house. No need to read everything in e-mail the second it comes through. If it was really urging, the person who sent you an e-mail, they chose the wrong method to communicate. Schedule time to scan through the e-mails. As you do have time in your day to do so. And when it works for you. If you are tired at 1 PM, don't schedule it for 1 PM.

At the said multiple times, only e-mail when appropriate. There are so many opportunities to use it

inappropriately and ensure we could list hundreds of examples. Of people sending stuff by e-mail but didn't work. Think about it for yourself. But we send an e-mail, it is the right medium for me to send it out? And dealing with it by subject. When I'm scanning it in the morning and afternoon, I look at it by topic. I'm working on a particular project like buying a new LCD screen TV and there are four different e-mails about that, I do with them all of one's. -- at once.

And set up one by one. Being able to deal with things in the subject and project is way. Instead of solely temporarily. We shouldn't deal with e-mail like that. Think about how you deal with your mail at home. You probably put it in a pile. Here at the catalogs. Here are the build. Here are things I don't know what it is. You got these subject and priority-based piles. And you should do the same thing with e-mail. And using those folders and filters. Setting up a detailed folder system in your e-mail system or labeling it, if you use Gmail, and setting up filters. From specific people.

Or from a specific listserv. Or from newsletters. It can help you presort India with information as it comes through this awful technology known as e-mail. Also, make sure you flag and file items they need follow-up. Keeping everything in your inbox without any labels or any site doesn't really tell you what you need follow-up on. Often as you are sorting through the mail, you had to reread the beginning of every message to remind yourself if you needed to do something with it. You can't remember.

On the whole inbox topic, I think the philosophy that I definitely subscribe to. The more that you can take out of your inbox and put into a folder and add labels to and file away and deal with and delete, the better. The in box should not have more than 20 messages at any given time. It should not be the repository for everything that is important. It is should be dealt with or saved or filed away. And not kept in one gigantic pile. Think about what that would be like physically. It would like the having everything on your desk -- would be like having everything on your desk like a stack of paper. It is not a helpful way to deal with information.

If you give yourself that inbox goal and you work toward not keeping everything in your inbox, most likely your brain is going to fill lot better every time you open your e-mail and have to deal better. It is amazing how much that decreased my stress when I do with e-mail now. -- deal with e-mail now. It is hard and it is awful and it is difficult. But -- you really can do this. In trying to get huge -- through the huge backlog of e-mails. If you're saving it because the attachment is important, save the attachment and delete the e-mail. Or if you need it for later that somebody said something and needed to prove it later, save it as a file some are on your desktop. It is a need to stay in your inbox.

Set aside one hour per 50 messages to go through the messages and file with them -- file them or deal with them or put them away. We highly recommend this YouTube video. Also, make sure you follow the e-mail etiquette. Don't use the all caps. And courage your work is to do the same thing. In sending attachments. And delete and archive. We say this about everything else. It is your. Delete stuff -- it is true. Delete stuff.

If it archives, let it. The more that you can automate these processes that you're not having to do it -- deal with it manually, the better. For the e-mail listserv, filter these out in the folders so that you have them prefiltered before you do with them. And I hear a lot of people saying they probably have 400 listserv messages a day. In fact the actual e-mails from a corkers get lost in the mix. If you file them ahead of time, that will help. Most likely, if you haven't gotten anything good on the listserv for two weeks, you don't need to save. You can unsubscribe. I am seeing less and less traffic and less and less useful traffic on listserv.

More of the resource rich in information rich conversations are not happening on listserv. They are happening on Facebook or blogs or twitter. Even in places like Linked In. I had one the other day just to get some information on lost media cases for project we're doing for work. I had of getting more responses than input on Facebook and twitter than on listserv. That is telling.

For blogs, anything that is the web source like a periodically -- periodical or web or something. If you are looking at five or more of these errata basis, they sure that you are viewing them through an aggregator. I like Google reader. It allows me to organize things. Tells me how much have to look at at any given time. And other people have favorite tools. So take a look at it. Aggregating the data together. Make sure that you are looking at what is coming in daily where least weekly. If you lay have a few different things a you are subscribing to. If you are letting it sit for several months before you look at it, where the likely humanist the curve or the boat that has already sailed past. And information is not as useful to you when you do it up looking at it.

Like e-mail, they sure you do the e-mails and sorting them for follow-up. And not in the "to file later" pile. As with everything else, they sure you are periodically going through and deleting what you're keeping. Pictures -- make sure you don't need them anymore. They be it was useful to you when you're go but your job is changed. Now it is us a bit. Maybe they are not as good as they used to be. So it is not as useful as the used to be. Go through the blogs and e-mails and everything. That will give you the virtual and mental place an order to reduce that stress level.

I do see some suggestions. All of these are great tools. I think it is a personal choice and personal preference on what you like the best. Make sure you are using that would appropriate. It can be a wonderful told but it can also add to information overload. Make sure you are using RSS to stay up today when it makes sense to you. And that you are organizing the feeds into different folders. By topic or personal and work stuff separated out. You can actually use it to send you reminders during the day.

If you don't like your calendar system so much that you have your RSS feeder sending you new information, that should tell you when you need to go to a meeting. Use that to tell you when you were supposed to be work to pick up your kids. There is a lot of told that will take data and remind you. Of a case for me, personally, with my personal sense of information overload is interruption. It adds to my stress level. This for me is three things. Phone, text messaging and instant messaging. Does three things allow people to get in immediate touch with me. At the time and method of their choosing. I have no say in it whatsoever. Text messaging is on.

Sometimes you can turn them off. As we talked about that before. But if they are on, make sure you are checking when you want to. Don't think it is because it rings you have to answer it. Or status messages. Use a status messages for way to communicate that you don't want to be bothered. It automatically picks up until people that you are working on a budget this week. Only a virgin, leave a message. If not, hold onto it until next week. Things like that will help communicate to people what they should expect from the realistically in terms of her response. And also cut down on your -- terms of a response. And cut down on guilt if you have it responded.

Turn it off. And the ringer off. Not wanting an IM. It is okay. You don't have to feel guilty about that. It is just like not checking your e-mail. Likewise, you shouldn't the guilty if you don't check your phone messages for a few hours. It is okay. They have also become a source of overload some people. My vice is to pick a primary network and stick with it. If that is the primary place for most of your stuff gets posted or

you interact with people, that is great. For a lot of people, that is Facebook. For others it is Linked In. Ever others, contact a group of people. Facebook allows you to do that. In media family, extended family, friends from school from long ago, library people, coworkers and little groups like that can help you communicate to the right people.

And consume information from the people as you choose. If you are someone who uses social networks a lot, they can use them effectively. Schedule time to interact on this networks and read update. If you have it as a background all day long and you are looking at them in dealing with them, if you do that 10 minute incremental examination for how you spend your time, I think you will be shocked to find out how much time is spent in that social networking. It is something where you can be in there for four hours. It feels like 10 minutes. You do need to be careful.

Make a conscious choice of how much time you want to spend in the face of. -- in these places. Finally, choose what alert you want to receive. Make sure you choose one method. You don't want e-mail, SMS and pop up. Just pick one of them. Whatever works best for you. Don't use them all. It is annoying. And also allow more information you have to sift through. Twitter. We love twitter. Think of it as a stream and not lake. I like Tweet Deck. I have it on my computers and my mobile device.

It helps me sit through everything going through on Facebook, twitter. My personal and library account. It is fabulous. It is very helpful to me. Make sure that you are fighting items for follow-up. If there are articles that you find your twitter that you like or a link or site you want to keep track of, they sure you make a note of it to yourself in the way and method you have chosen. If you try to remember for later or you add a new column or whatever, that can get out of control and cause more information overload. The opposite of your original goal.

And lastly, this is a hard one, let -- the social network issue that sense of guilt that if we choose to a follow up someone -- unfollow someone, that that is a personal offense. If you're getting spammed or too much information, stop following them. If they put out some awesome stuff, someone else that you dress, they will retweet what they wrote and you will find it that way. Please feel free to unfollow.

Try replacing radio -- if used to listen to radio in the task -- in the car, try to listen to what you choose to. As that of whatever happens to be on at the moment. They can be a nice way to spend your commute. You something like iTunes or Google listen. That can be very helpful method. Make sure that you are regularly reading your subscriptions. If you see patterns here. If there is nothing useful for three shows in a row and you have a listen to three in a row, unsubscribe. Clearly it is not important enough for you to listen to as it is not raising -- rising to the top of your list to do.

Also, web surfing. We all doing -- all do it. It is something that we do through a link we found that some assignments and Amanda biceps away from that link. Maybe it is like the 7&Â°; of YouTube. You click on the video in the looked at this other video. And then you click on another one. It can get out of control. Make sure that you have a method for tracking it. Going through those notes that you have Or reminders for people who are sharing information.

And recognizing that general website -- web surfing can be huge time consumer. It will take up a lot of your time if you don't keep track of which are fully. -- track of it carefully. Here is a great quote. Way back in the yesterday or of 2003. It applies to today as much. If you want current technology and you wanted to address the problems and opportunities that the library faces, then quit complaining and start rooting. If you

want to use these technologies to address to mitigation -- to mitigation -- communication or goals that you have. If use them to consume information, find out how to do the right away.

Take some time to research and experiment. Figure out what will be the best way for you. Complaining about it doesn't help a lot. Lastly, just a few tips. At what works for you. What works for me may not work for you. 100%. Be honest with yourself and don't have guilty that you are not using the coolest tools. You are using the right tools. And only do what you realistically will follow-up on. Don't subscribe to five the third because someone told you to. Subscribe to do because you know you can follow up on them. Of all else, remember to breathe.

No one is going to die because you didn't read that cool article that someone sent to you today. It will be okay. Information is something that all of us feel very strongly about consuming and sharing as library people. If you stop and breathe and take some time to assess and take some time to strategize we would do in the future, your information live can be a lot simpler and more useful.

We have a couple of minutes left. I'm happy to take some questions. Here are a few articles -- one is one I wrote. 10 different ways to cope with information overload. And the Jonathan Spear book is a great book about the concept and effects of information overload. So, looking at the chat. Angry birds. Yes, it is a time consumer but so much fun. Given the right tools, that is so important. Just type your questions in the chat. Here are some other ways to get in touch with me. If you think of things after today's class. I'm happy to discuss this with you later.

So, let's see. The only radio I listen to is NPR. Thank you for sending the link to the article. We have a couple of minutes left. So feel free to send stuff in. Otherwise, I will stare creepily into the camera. That is a good way to end the webinar, right? You are more than welcome, all of you. Thank you for attending today. I have to work on my creepy look? Sorry. Glad you found this helpful. Feel free to share with anyone else. The presentation is up on the site. You can download it and share with others. How do I feel about having thousand these? -- feeds?

I had about 500 that I was following regularly. I cut it down to 70. And now down to 40. It does create an accessibility for having something that is searchable. But I don't think you could ever possibly consume all of that. I think it would most likely add to your sense of guilt that you're not reading for all of the. And that is not useful. We did down to what you can realistically consume in the time that you have.

How many folks do I think our following twitter? It depends on how much time you want to follow on twitter. I think I met 200 or so. And that's a like a little bit too much for me. It is on how much the people you are following week. That is another factor. If you decide how much time you want to send a twitter look at how much time it takes to read and how me people your following, do the math and figure out whether or not it works.

All right, it looks that we are out of time. Thank you of one for attending and for participating in our video experiment as well. Have a wonderful day.

[Event concluded]