



Program Description

"INFORMATION MANAGEMENT!"

Preventing Digital Overload

We've become dependent upon computers, email, voicemail, the Internet, Blackberries, PDAs, cell phones, and pagers. These devices connect us to the world of work. Today, you must be technologically savvy. Technology can undoubtedly improve your productivity, but it can make you LESS productive if you're not careful. This chapter discusses how to use the latest technologies to your advantage, without letting technology take advantage of you.

Course Objectives:

1. Reduce "information overload."
2. Use proper email protocol and don't waste others' time.
3. Leave effective voicemail messages.
4. Use your phone as an effective productivity tool.
5. Organize your computer, so you can find files easily.
6. Become familiar with the available productivity features of your email program.
7. Run regular maintenance on your computer to ensure excellent performance and protect your data.
8. Understand the differences between electronic and paper systems.
9. Control email "spam" and unwanted email.
10. Control your technology, so it doesn't control you.

