Chapter Four Tip Sheet: Process New Information
How do I sort through all the information coming into my life?

1. If it takes you more than a minute to find a file, something's wrong. Develop a more efficient information processing/filing system.

2. Don't just create a paper-based filing system. Develop a logical system for your electronic files as well, using easily remembered naming conventions.

3. You can still use the tickler file concept even when trying to go paperless. Once you configure them properly, most email clients can send you reminders, as can online services like Nudgemail (Nudgemail.com).

4. Test your personal time management system for HUGability. It needs to be Handy, Usable, and Garbage-free.

5. A contact file should include the person's office phone number, cell phone number, email address, office/cubical number, physical address, IM address, and their supervisor's contact info, just in case you can't connect any other way.

6. Do you really need to receive the jokes and lists your coworkers circulate by email? Just reading them wastes your time, so politely but firmly ask your colleagues to stop sending them to you.

7. Not everything has been digitized yet, so if your library lacks a particular resource you need, ask the librarian to arrange an interlibrary loan.

8. If you'd rather not carry around a bundle of papers for downtime reading, consider carrying an e-reader or small tablet computer. You can easily convert paper files to electronic formats, and most tablets have apps that let you mark them up, too.

9. If you lack pen and paper or a voice recorder to hook a slippery idea with, leave a voicemail on your work phone.

10. Apply the 6-D System: Discard, Delegate, Do, Date, Drawer, Deter.