

SSM 109: Handling Information Overload: Read Better, Read Faster, and Learn the Secrets of Memory Systems and Use Mind Mapping to Improve Planning & Performance

Introduction

Every day we are bombarded with 60,000 bits of information from the radio, television, newspapers, journals, books and online. In the new economy, there is an avalanche of information from the internet, intranet and info-communications devices like mobile phones, organizers and ipad. To cope with the sudden load of information, our brains conveniently generalize, delete and distort data. We interpret information according to our past experiences, culture and beliefs. How do we sieve the wheat from the chaff? How do we identify gold dust from saw dust? Accessing and retaining the right details in the goldmine of information enable you to be a more resourceful individual.

Who should attend?

Busy executives who inspire to be more effective at the workplace in this information overloaded corporate world.

Learning Outcome:

- Appreciate how our brain manage the information overload
- Learn Visual Mapping as a productive office tool
- Double your reading speed without loss of comprehension
- Remember and recall without difficulty

Course Outline

Your Brain and Information Overload

- How your brains receive and process information
- Da Vinci - the world's most creative genius
- Aids to Managing information - Baroque music and brain food
- Best time and environment

Traditional Tools for Handling Information Overload

- Scripts versus Brief Notes
- Diagrams, Flow Chart and Fish Bone
- Bubbles and Sydergrams

Visual Mapping

- Origins of Brain Mapping
- The rules and applications
- How to do a Whole Brain Visual Map
- Using Visual Maps

Whole brain Reading

- Purpose of reading and reading styles
- Your reading speed
- Reading ergonomics
- How to concentrate reading

Reasons for Slow Reading

- Word by word, sub-vocalization, regression and pausing

Ways to double your reading speed

- Shorter fixation, reduce pausing and regression, stop wandering, minimize vocalization

Ways to increase your eye power

- Control of eye movements
- Vertical and horizontal peripheral vision
- Skimming and scanning skills

Reading Skills

- How to turn a page
- Pacing techniques – Finger, Pencil and Accelerator
- Ways to improve vocabulary
- Reading newspapers, magazines and email

Managing Information Overload for Increased Productivity

Memory Skills

- Myths about memory
- What is memory?
- Memory tricks

Memory Improvement Techniques

- Mnemonics
- Story and imagination
- The House technique
- Number-Picture Association