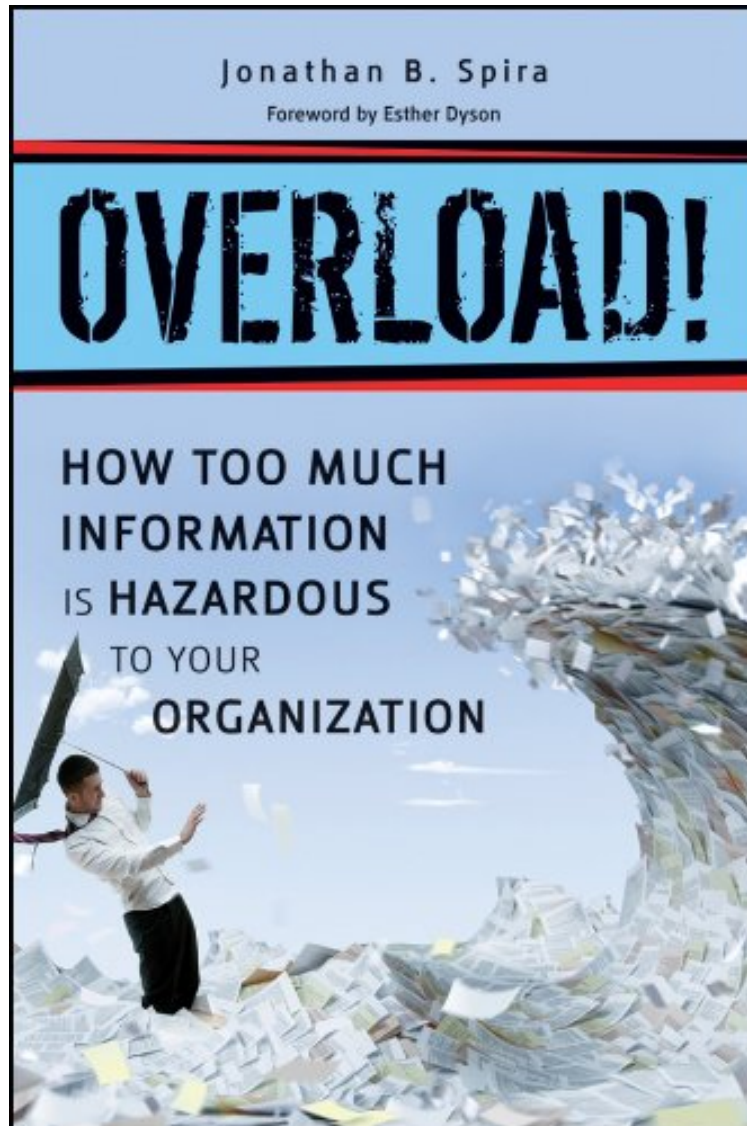


(Mobile ebook) Overload! How Too Much Information is Hazardous to your Organization

Overload! How Too Much Information is Hazardous to your Organization

Jonathan B. Spira

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Jonathan B. Spira : Overload! How Too Much Information is Hazardous to your Organization before purchasing it in order to gage whether or not it would be worth my time, and all praised Overload! How Too Much Information is Hazardous to your Organization:

1 of 1 people found the following review helpful. At last - commonsense research to explain information overload why so many struggle with interruptions at workBy Robyn PearceFor anyone interested in solving the Lost Productivity Dilemma - an average knowledge worker loses 28% of their day - you MUST read this book. Why do so many people

come in early or stay late to get the real work done? Jonathan will explain why - and more than that - he'll give you practical solutions to manage the situation. Robyn Pearce, author international productivity specialist (known as the Time Queen!) [...] 4 of 5 people found the following review helpful. So many words, so little to say By Harald Masst

The core concept of the book; that we are about to drown in more - and not least - less important emails, is true and important. The advices to cope with the problem are mostly on the sensible side. The shortcomings of the book is primarily due to Spira's reluctance to constrain the length and detail of his analysis, examples and advices on what to do. Would be a far better book with less than half the length.

7 of 7 people found the following review helpful. How and why more information usually means less information has impact By Robert Morris Chip and Dan Heath are the co-authors of two brilliant books, *Made to Stick* and *Switch*. In the first, they explain (as its subtitle suggests) "why some ideas survive and others die." In his book, *Overload!*, Jonathan B. Spira addresses a much larger issue: Why too much information is "hazardous" to an organization's health and also to the health of many among its workforce. As he explains, "Information Overload is killing us. It is death by a thousand paper cuts in the form of e-mail messages, documents, and interruptions... While there is relatively little we can do about Information Overload, we don't have to grin and bear it. What does help reduce Information Overload and lessen its impact is 1.) raising awareness and 2.) presenting context and history as to why the problem is occurring." He goes on to observe, "Raising awareness helps because most people are simply unaware of the root causes of Information Overload, such as poor search techniques, unnecessarily copying dozens if not hundreds of colleagues on an e-mail, or calling someone two minutes after sending an e-mail simply to tell the recipient of its presence. Providing context and history puts things into perspective." Spira organizes his material within two Parts: "How We got Here" and then "Where We Are and What We Can Do." My own rather extensive experience supports Spira's assertion that Information Overload is both the result of several serious problems that are its root causes, and, is itself the root cause of countless other serious problems. For example, in an organization in which senior management has determined that collaboration must be increased and improved, people will be under severe pressure to become much more involved in communication and cooperation between and among associates. This will create an Information Overload that, in turn, consumes time and energy that should have been allocated elsewhere. I presume to offer four suggestions to those who read this brief commentary. First, decide whether or not you and/or your organization now suffers from Information Overload. If so, pin down precisely what the most serious problem is (e.g. too many non-essential emails to send and/or read, too many non-essential reports to complete or read). Next, carefully check Spira's coverage of that specific problem in the book. Finally, read Part I and then only the material relevant to the most serious in Part II. All or even most of the problems cannot be solved simultaneously. I have no quarrel with any of his advice but do think he calls prey to the perils of Information Overload his book was intended to reduce. The more information, insights, and recommendations he provides throughout the 21 (count 'em, 21) chapters within 237 pages, the less impact his most important ideas have. I think a much different format that includes reader-friendly devices such as checklists, self-diagnostic exercises, and end-of-chapter summaries of key points would have better served his purposes. One man's opinions. That said, I commend Jonathan Spira on the quality of content and the scope and depth of his analysis of serious problems that cause or result from Information Overload. I now urge him to consider an *Overload! Fieldbook* (with a workbook format), one that correlates with this book's sequence of subjects but also enables people to interact with the material by completing exercises that accomplish two important objectives: They help the respondent to define the nature and extent of a given problem -- in its context -- within her or his own situation and/or organization; also, they emphasize the most important points, thus facilitating, indeed expediting frequent review of both those points and responses later. As I said, one man's opinions.

Timely advice for getting a grip on information overload in the workplace This groundbreaking book reveals how different kinds of information overload impact workers and businesses as a whole. It helps businesses get a grip on the financial and human costs of e-mail overload and interruptions and details how working in an information overloaded environment impacts employee productivity, efficiency, and morale. Explains how information?often in the form of e-mail messages, reports, news, Web sites, RSS feeds, blogs, wikis, instant messages, text messages, Twitter, and video conferencing walls?bombards and dulls our senses Explores what we do with information Documents how we created more and more information over centuries Reveals what all this information is doing Timely and thought-provoking, *Overload!* addresses the reality of?and solutions for?a problem to which no one is immune.

"Rich with helpful, pragmatic advice, *Overload!* provides details, tips, and strategies that the world's leading organizations, including IBM, Intel, Morgan Stanley, and the U.S. Air Force have employed." (LeadershipNow.com-) From the Inside Flap Information has become the great leveler of society and business. In 2010, Information Overload cost the U.S. economy almost \$1 trillion. What is Information Overload costing your organization? Written by Jonathan Spira, one of the technology industry's leading thinkers and pundits, *Overload!: How Too Much Information Is Hazardous to Your Organization* lays out the history and many manifestations of Information Overload in the workplace, as well as tips and strategies to limit the disruptive and costly consequences. From endless e-mail, social

media, and texting, to poor search tools and a dramatic increase in information generation, Information Overload is stretching the bandwidth of businesses and employees at unprecedented levels. Revealing how the very tools deployed to make knowledge workers more efficient have in turn bogged productivity down, *Overload!* explores the many ways today's tidal wave of information has bombarded and dulled our senses as well as hampered our ability to innovate and produce. Spira examines the staggering statistics of time and money lost due to Information Overload, including: There are 78.6 million knowledge workers in the United States alone. Information Overload cost the U.S. economy almost \$1 trillion in 2010. A minimum of 28 billion hours is lost each year to Information Overload in the United States. Reading and processing just 100 e-mail messages can occupy over half of a knowledge worker's day. It takes five minutes to get back on track after a 30-second interruption. For every 100 people who are unnecessarily copied on an e-mail, eight hours are lost. 58 percent of government workers spend half the workday filing, deleting, or sorting information, at a cost of almost \$31 billion dollars. 66 percent of knowledge workers feel they don't have enough time to get all of their work done. 94 percent of those surveyed at some point have felt overwhelmed by information to the point of incapacitation. One major Fortune 500 company estimates that Information Overload impacts its bottom line to the tune of \$1 billion per year. Information Overload has caused people to lose their ability to manage thoughts and ideas, contemplate, and even reason and think. The reality that many e-mail exchanges which go on for days and weeks at a time could be resolved with a five-minute phone call. Why Information Overload has completely destroyed the work-life balance, resulting in workdays that never seem to end. Rich with helpful, pragmatic advice, *Overload!* provides details, tips, and strategies that the world's leading organizations, including IBM, Intel, Morgan Stanley, and the U.S. Air Force have employed. Don't let Information Overload strangle your organization's productivity. Fight back with the tips and strategies found in *Overload!*

From the Back Cover"How do you deal with Information Overload? It's one of the most urgent questions of our time, and nobody is better equipped to help us answer it than Jonathan Spira. This book lucidly explains where overload came from, why it matters and how organizations can combat it. *Overload!* isn't just a compelling read, it's an invaluable tool for wisely navigating this hyper-connected world." mdash;William Powers, New York Times bestselling author, *Hamlet's BlackBerry* "This book reaffirms Spira's standing as the expert on Information Overload. He has a masterful understanding of the historical, social, and business aspects of the changes modern information and communications technologies have brought about. This is required reading for anyone trying to understand the effects of Information Overload or those designing methods to deal with it." mdash;Yale Braunstein, Professor, School of Information, University of California, Berkeley "As a case study on the impact of Information Overload, I found the book all too enlightening. As one who has grown up with the Internet (from ARPANET days), I have seen myself and others either get buried with information or learn how to be discriminating in what you 'eat.' This book is a MUST read for those who have lived this life or are just starting in this world of endless information. To understand is to survive." mdash;David J. Farber, Distinguished Career Professor of Computer Science and Public Policy, Carnegie Mellon University; former chief technologist, Federal Communications Commission "Clever, powerful, and engaging. Jonathan puts Information Overload in context while providing smart solutions that improve productivity for busy organizations in this must-read book. We are all running on the Information Overload hamster wheel." mdash;Mike Song, lead author, *The Hamster Revolution* "With traditional and new media bombarding us with more and more content, our brains ache at the thought of trying to find the things that matter in a sea of nonsense. This book will help you reexamine your time and priorities and regain a semblance of your work-life balance." mdash;Amy Wohl, Industry Analyst, Wohl Associates "Overload! articulates the advantages of educating employees on the impact of Information Overload, the proper use of collaborative technologies, and for vendors, the need to provide improved tools that can adapt to how employees work, such as social business solutions for more nimble and transparent engagement within and external to an enterprise." mdash;Kristen Lauria, Vice President, Collaboration Solutions, IBM