

Personal Knowledge Management

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Overload?

“.... between the dawn of civilization and 2003, five exabytes of information were created. In the last two days, five exabytes of information have been created, and that rate is accelerating...this is a very, very big new phenomenon.”

Eric Schmidt, CEO Google

What is PKM?

PKM is your method for dealing with the ever increasing amount of information in the world.

- Aggregation/Collection
- Filtering/Sensemaking
- Sharing

Outlook Basics

- Just Back from Vacation...
- Where are the important emails?
- Strategies (Clear the Inbox!):
 - Rules/Folders
 - Search
 - Flags



Advanced Outlook Strategies

- Rules
- Categories
- Color-coding (“Organize”)
- Search Folders
- RSS instead?


Gmail Basics

- The Conversation View
- Applying Labels
- Archive or Delete?
- Speed Gmail - Keyboard Shortcuts (Shift + ?)

Gmail Advanced

- Creating Filters
- Enabling Gmail Labs
- Search
- Conversation Muting
- Importance of Contacts

Google Reader Basics

- Setting up Reader for You
- Finding & Subscribing to Feeds 
- Organizing Feeds (Folders)
- Tagging articles
- Searching for Information

Google Reader Advanced

- Building a Network on Google
- Sharing
 - Share via Email
 - Share via Send To
 - Share via Reader
 - Share via Tag

Takeaways: Managing Inflows

- Taming your inbox will deliver huge bang for your buck
- An RSS Reader is an efficient way to move non-urgent information out of your inbox and into a place where you can read it at your convenience.

Personal KM -- 2nd Session

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Agenda

- The last session focused on two ways of managing key sources of information inflows
 - E-mail
 - RSS Reader
- This session focuses on
 - Managing additional sources of information
 - Resources for sharing

Activity Streams: Twitter

- Who to Follow?
- Divide and Conquer – Use Lists!
- Twitter Clients
- ReTweet and Favorites = Save for Later
- Saved Searches i.e. #ILTA10

Google Buzz

- Building a Network on Google
- Connecting Sites - Public vs. Private
- Muting Posts
- Post Permalinks
- Keeping the Inbox clean

Blogs & Wiki's

- An option for Privacy
- Posterous, Blogger, Wordpress.com
- A place to reflect, annotate & share

Internal Tools

- Wikis – Range of options
 - Documentation
 - Knowledgebase
 - Project tracking
- Blogs – Intranet
 - Share news/links/tips
 - Conversational in nature – ongoing training

Evernote

- Note taking on steroids
- Synched across cloud/devices
- Use notebooks/tags to organize
- Store information, share information

Tag, You're It!



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Delicious

- Bookmarking and so much more!
 - Use Bookmarklet or FF extension for easy bookmarks
 - Tag Bookmarks to categorize them
 - Browse Your Tagged Items
 - Connect with other users to see their bookmarks

Delicious - Sharing

- RSS Feed for each tag
- Bundle Tags
- Linkrolls

Sharing – Misc Activity Streams

- Use Client to post to multiple sites
 - Tweetdeck, Hootsuite, etc.
 - Selective Tweets on FB, #in tag on LinkedIn, examples
- Share anywhere you have a presence
 - Strategically
 - Consider different audiences of LinkedIn, Twitter, Facebook

Summary

- Manage your inputs
- Connect with interesting people
- Annotate and share the best information