

Five rules for better information management

1. Apply the ABC formula to incoming information.

Filter and prioritize incoming information according to the following criteria:

A – Urgent and important

B – important but not urgent

C – urgent but not important

Information that does not fit into these three categories directly goes into the wastebasket.

2. Store information only if necessary.

You should only store information permanently, if ...

- it is legally required,
- it is likely the information will be needed again, and
- if you have checked that the information is not stored already.

3. Store information in an easily retrievable way.

You yourself and your colleagues should be able to intuitively find the information in a short time. In the case of electronic documents, edit meta-information including title, author, and keywords to facilitate retrieval.

4. Communicate information only to those who require it.

Before you send information, think first if the recipient needs it.

Communicate information via the most suitable communication channel.

For company-internal activities, consider face-to-face communication first, before you select a technical communication channel.

5. Be brief.

Communicate as concisely as possible. Consider the contextual knowledge already existing on the recipient's side.