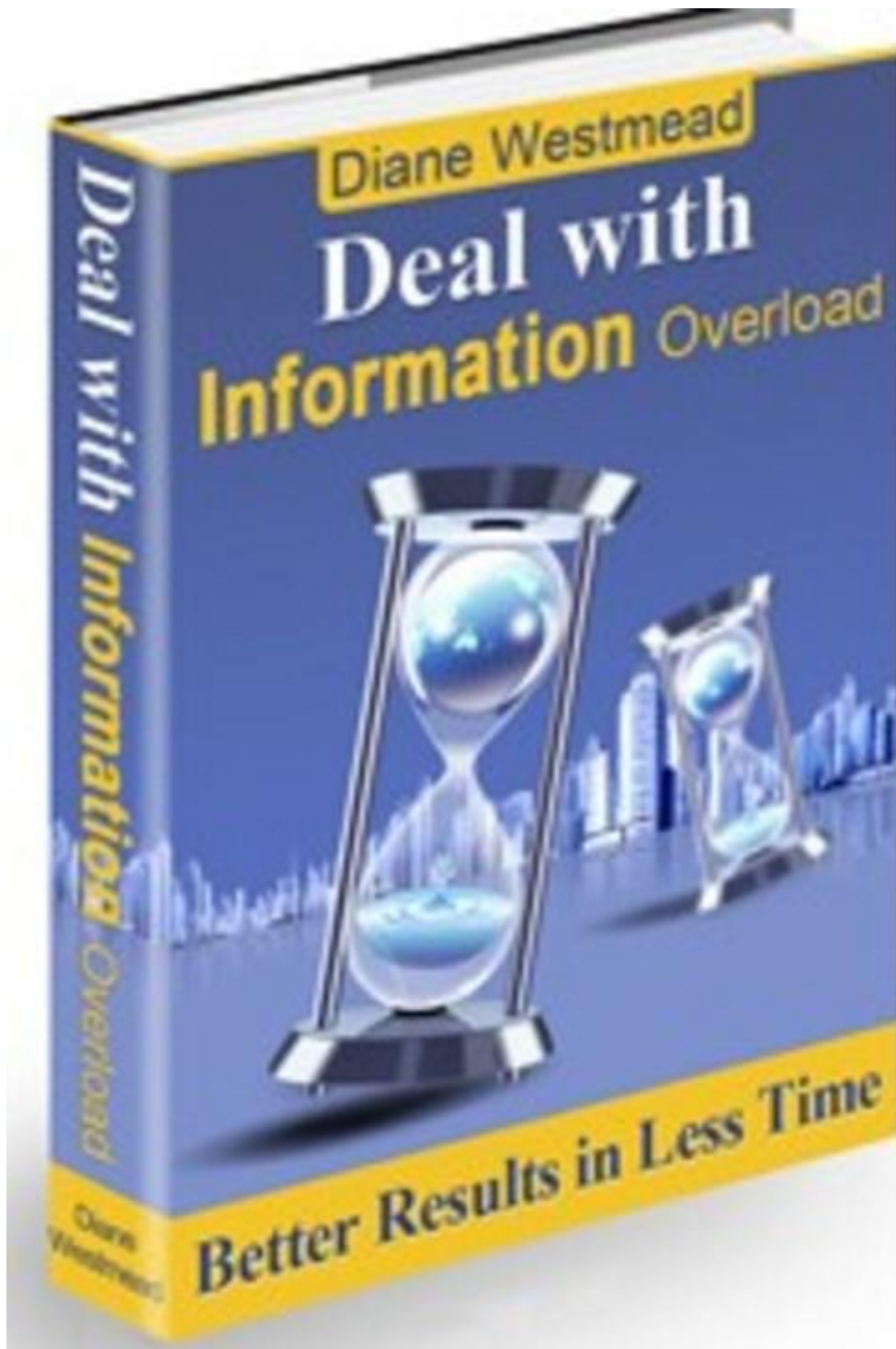# Deal With Information Overload

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Dear Reader, What comes to mind when you run across yet one more "must have" tidbit of information?

Do you mentally groan and shudder thinking about how much more of your time will be lost to you

forever? Do you wade through the stacks of snail mail littering your desk while trying to decide what you

must keep and what you can throw away? How about your email account? Is it bursting with scores of details that you really need to review and sort out the spam? Not that it's any consolation, but you definitely aren't alone. With our modern technology also comes extreme stress to "be more," "have more," and "do more." The problem with all this is that we also need to "know more!" That's what drives us crazy. It used to be that people tried to "keep up with the Joneses." Nowadays the Joneses have nothing to do with it. We actually do this to ourselves! Do you know what information should be a priority or is it just another piece of useless fluff? No? You do have the right to decide, you know. Everyone does. Doesn't it make sense that if we are doing this to ourselves then maybe we can "undo" it. Is there a way to beat information overload? Is there a plan or a system that we can use to stop the insanity and restore some peace in our lives? Ask yourself these three questions: 1. How do I reduce the amount of information I receive? 2. How do I change my priorities? 3. How do I define what is no longer relevant to me? The good news is that there are answers and you will find them in our guide called "Deal With Information Overload!" and some of the best parts are . . . * Its easy to read. * It doesnt overload you with more than you can handle. * It won't take a fortune to implement. Everything you need to "Deal With Information Overload" is there to help you realize that you CAN do this. Take a look at what you'll uncover: Learn how to identify and evaluate your real needs. Find out how to take charge. Discover the details about multi-tasking versus uni-tasking. How many of us are easily distracted. Distraction is a real threat to our goal of dealing with information overload. "Deal With Information Overload" gives you tools to assist you in identifying the distractions and most importantly, how to get rid of them. The bottom line is that information overload robs us of valuable time. Time that could be spent on more important things. It causes stress in our lives both at work and at home and stress is a killer.

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