1. **Who creates data?**

Data is created by Individuals or Businesses.

1. **What are the two categories of data?**

* Structured Data
* Unstructured Data

1. **Why is information important?**

Organizing your raw data and being able to identify your data will decrease inefficiency.

1. **How many tools of information management?**

There are 3 tools of Information Management:

* Information Audit
* Information Mapping
* Communication Audit

1. **What are the benefits of ILM?**

* Increased knowledge.
* Decreased inefficiency.
* Better creation and implementation of action plans to address areas of opportunity.
* Saves you money
* Makes you Money
* Keeps you out of trouble

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