

Large amounts of information are necessary as we deal with more complex problems. While adequate information is needed to make informed decisions, there is a breaking point. When information exceeds the processing capabilities of an individual in the available time, their ability to process the info suffers. Similarly, a web server or database can get hit with too many requests in a short period of time, and resources get saturated, resulting in a degradation of performance. For humans, this degradation is called information anxiety, and sometimes people ignore info or take additional time to process as a result. This can further be exacerbated by being presented with disorganized or irrelevant information, or if the source of the information is questionable.

The article proposes 4 strategies for managing information to avoid and/or mitigate information anxiety. The first is Selective information Processing, which essentially asks one to be selective with what information we spend time digesting. The second is to prioritize and gather relevant info, in other words organize and prioritize in what order information is consumed. The third is to Gather relevant information, basically picking out what is important info to be saved, distributed, highlighted, etc. The last is to plan related tasks together, which is to aggregate relevant info to be digested together to help with retention.

References:

Shrivastav, H., & Kongar, E. (2021, July 26). *Information Overload in Organization: Impact on Decision Making and Influencing Strategies*. Penn State University Libraries. <https://ieeexplore-ieee-org.ezaccess.libraries.psu.edu/document/9488649/authors#authors>