Effective Knowledge Management

Prabesh Thapa

Before we begin

- How many of us have a tendency to bookmark any interesting thing we see in internet as a "Read-It-Later" ?

- When was the last time you revisited that bookmark ?

- When was the last time you cleaned up those bookmarks ?

Why do we bookmark ?

Collector's fallacy

I collect....I'm a collector

- **What is fallacy ?**
  - Things that **people think to be true but is actually false**

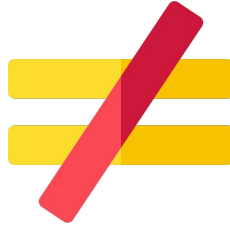- **Tendency to gather useful stuffs and feel good about it.**

Is that actually helping us ?

Why

"To know about something" ≠ "Knowing something"

Let's see an example
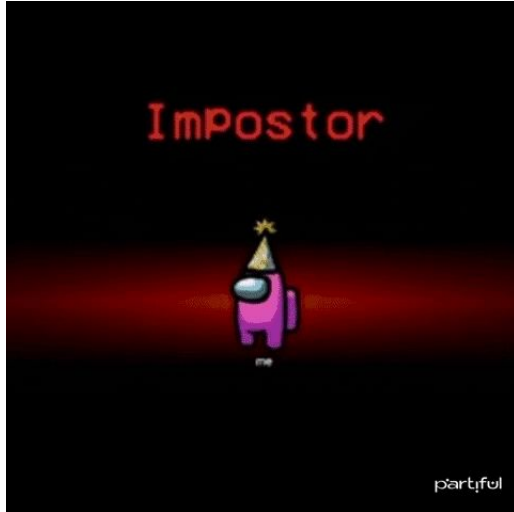
Q: Do you know about HTTP requests ?

To know something: Yes, i know what requests are, it is used for making HTTP requests. There are different types of requests GET, PUT, POST, PATCH, i have used it in my application.

Knowing something: Yes, i know requests, it is a mechanism where browser tries to fetch resources from server. There are various methods, parameters, headers which we can tune those to make different types of requests. Some most used are GET, POST, PUT, PATCH. GET request does not have a body and data are unencrypted. Sending secrets such as token via GET request is a bad idea as it will be stored in browser history. PUT and PATCH are used for different purpose (mostly when you want to update an entire data object or a single attribute of the data object respectively). PUT is idempotent where as PATCH is not.

Effect of Collector's Fallacy

- Fuels imposter syndrome - **Not good**

- Adds zero to none value knowledge wise - **A bit bad**

- Releasing dopamine with zero effort - **Very dangerous** (Literally same effect as a high that a drug addict gets when ingesting drug)
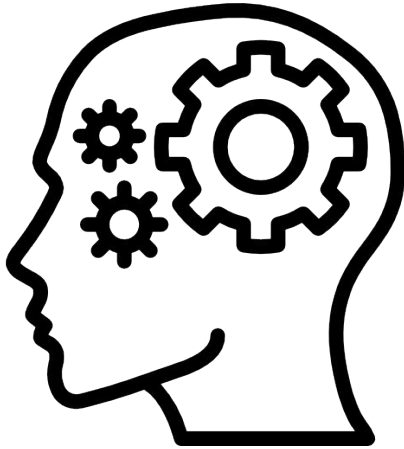
Information

- **Raw data with certain value** is referred to as information

- Information on its own **does not add any value to us**.

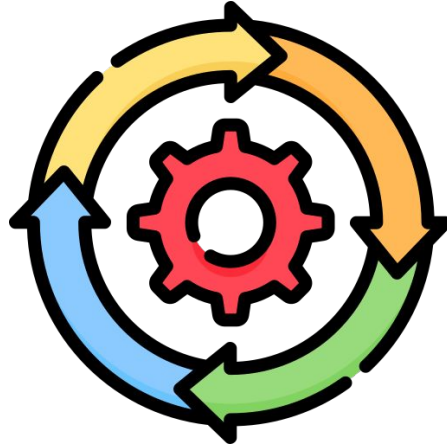- It **is everywhere, hence we tend to hoard it as much as we can.**

Knowledge

- **Information that has been processed.** Involves understanding, experience and context.

- **Is subjective** and is influenced by personal experiences, beliefs, values and perspective.

- **Applied** information

- **Less Transient** meaning, it is retained over longer period of time compared to raw information.
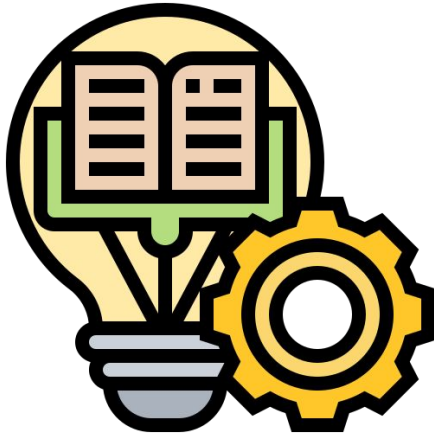
Information -> Knowledge

Information becomes knowledge when it is **understood, processed, contextualized and integrated** into one's existing knowledge base

What is Knowledge Management (KM) ?

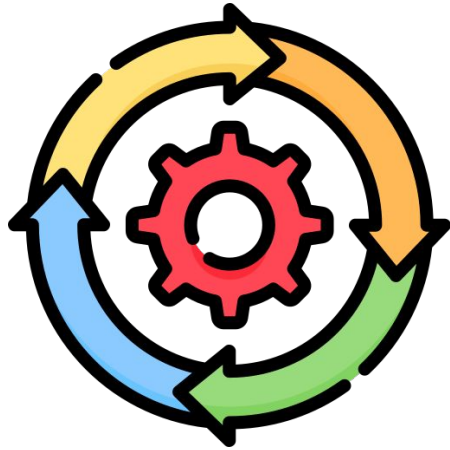- KM or PKM (Personal Knowledge Management) is a systematic approach to

  - **Identify**,

  - **Capture**,

  - **Organise**,

  - **Store** and **Retrieve** information as required

How to manage knowledge effectively ?

- Research, Read, Assimilate; Rinse and Repeat

- Build a Map of Knowledge (Mind Map)

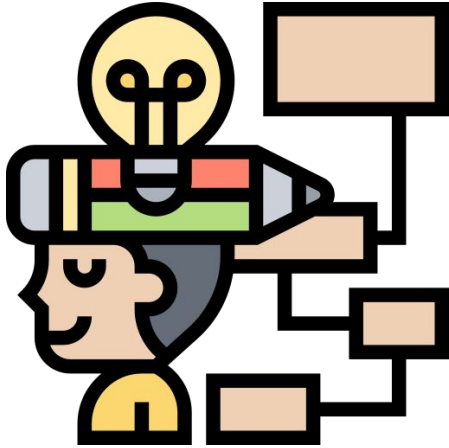- Use effective note taking strategies

Research, Read, Assimilate; Rinse and Repeat

- **Identify a topic or subject of interest** and conduct research (books, blogs, websites, papers)

- **Read and understand gathered material attentively** taking notes

- **Digest information by processing and connecting this new knowledge to existing understanding.** Reflect how it fits in your broader knowledge spectrum

- **Repeat** same process (iterate)

Map of knowledge (Mind map)

- **Choose a topic** (as a node)
- **Label branches**
- **Maintain hierarchy**
- **Connect new nodes to existing nodes**
- **Review and Refine**

But my brain cannot hold all of these information !

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- Use second brain concept (knowledge base)

- Use effective note taking strategies

Good read :
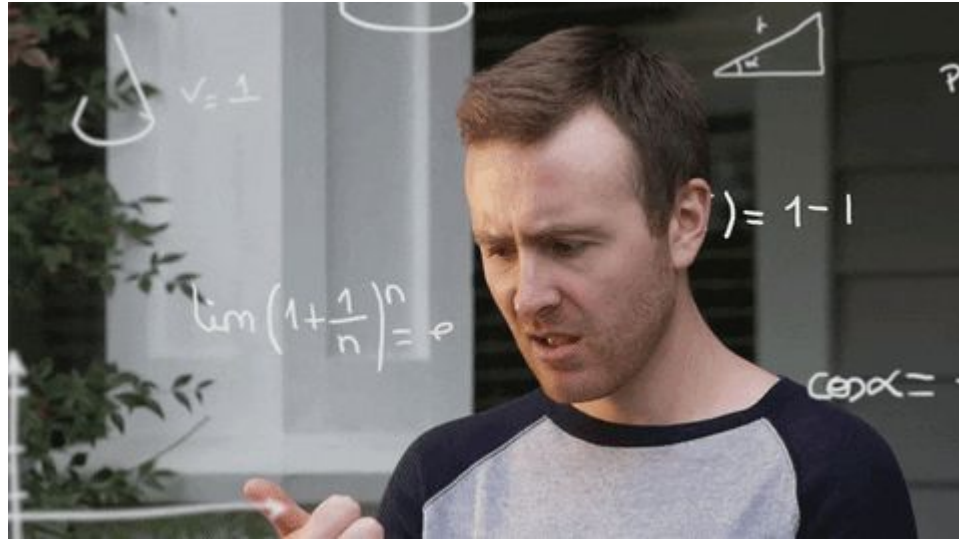https://www.amazon.com/Building-Second-Brain-Organize-Potential/dp/1982167386

Let's talk about note taking

- **Things we tend to do when note taking**
  - Highlighting entire book
  - Taking one off notes never to refine them again
- **Things that should be done**
  - Taking effective notes that are only important
  - Using different note taking strategies

How do I know which notes are worth capturing ?

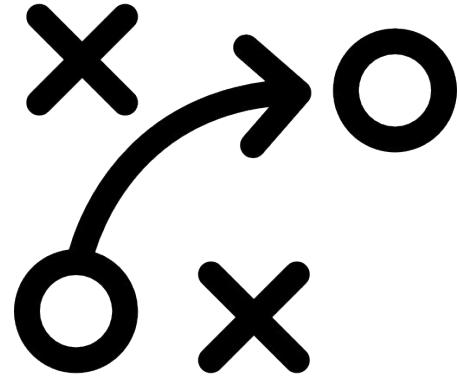# How do I know which notes are worth capturing ?

- Use decision making matrix

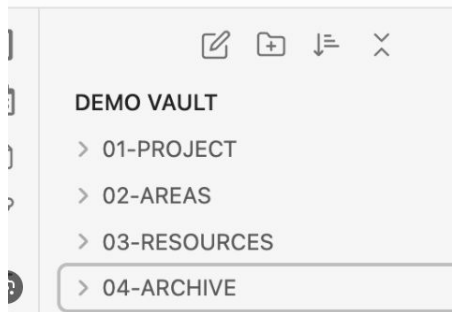|	**Difficult to understand**	**Easy to understand**
Useful	Read twice Process heavily	Read once Process heavily
Not useful	Read twice Don't process or sparingly	Read once Mostly ignore

Effective note taking strategies

- **PARA** (Project Area Resource Archive)
- **Tagging** and **categorization**
- **Zettelkasten** method

PARA

- **Project** - Short term efforts in your work or life that you can working on now
- **Area** - Long term responsibilities you want to manage over time
- **Resource** - Topics or interests that may be useful in future
- **Archive** - Inactive items from other three categories

DEMO VAULT
- 01-PROJECT
- 02-AREAS
- 03-RESOURCES
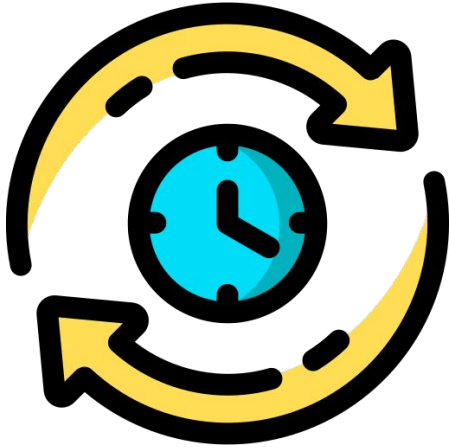- 04-ARCHIVE

Tagging and Categorization

- **Attach labels or keywords to items** (information)

- **Grouping similar items together** based on shared category

- **Increases accessibility, visibility and flexibility**

Zettelkasten Method

- *"Repetition is the key to long term memory" - Richard Feynman*
- This method of knowledge management emphasizes on interconnection of ideas or knowledge with existing one.

Steps for implementing Zettelkasten Method

- **Capture fleeting notes**
  - Any information you deem worthy to be noted down in bullet points
- **Create Literature notes**
  - Process the above fleeting notes into paragraph.
- **Create Permanent Notes (Zettels)**
  - Transform these notes into structured self-containing notes
  - This is your go-to knowledge base from now on regarding that topic.
  - Repeat

DEMO

Conclusion

"I learned very early the difference between knowing the name of something and knowing something"

-   Richard P. Feynman

References

- https://www.amazon.com/Building-Second-Brain-Organize-Potential/dp/1982167386
- https://coffeeandjunk.com/knowing-something
- https://fortelabs.com/blog/para/
- https://www.researchgate.net/publication/280490126_KNOWLEDGE_MANAGEMENT_A_REVIEW
- https://zettelkasten.de/posts/overview/

Thank You

https://linktr.ee/prabeshthapa

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