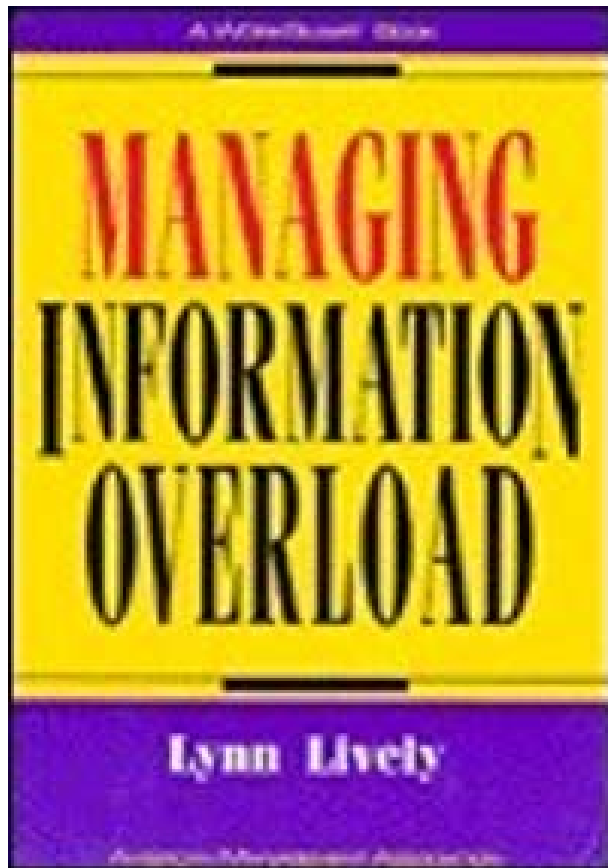


Managing Information Overload



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This guide is intended for anyone becoming increasingly buried under an avalanche of information received from printouts, memos, e-mails, reports and faxes. It outlines a personal action plan to reduce information overload, and provides advice on getting maximum benefit from the information.