

# CONTENTS

<i>Preface</i>	<i>xi</i>
<i>Acknowledgements</i>	<i>xvii</i>
<b>PART I THE PRINCIPLES</b>	
<b>CHAPTER 1: Information on Information</b>	<b>3</b>
<i>History of Information</i>	
<i>Meaning of Information</i>	
<i>Characteristics of Information</i>	
<i>Attributes of Information</i>	
<i>A Definition of Information</i>	
<i>Value of Information</i>	
<i>Notes</i>	
<b>CHAPTER 2: A Lot of Information</b>	<b>19</b>
<i>Concept of Information Overload</i>	
<i>Definitions of Information Overload</i>	
<i>Collecting Mania</i>	
<i>Collecting Strategies</i>	
<i>Barriers to Information Use</i>	
<i>Symptoms of Information Overload</i>	
<i>Causes of Information Overload</i>	
<i>Information Overload Today</i>	
<i>Notes</i>	

CHAPTER 3: Brain Matters	35
<i>History of Our Brain</i>	
<i>Brain Facts</i>	
<i>Brain Metaphors</i>	
<i>Types of Memory</i>	
<i>Remembering and Recalling</i>	
<i>Left Brain versus Right Brain</i>	
<i>Dreaming</i>	
<i>Mirroring</i>	
CHAPTER 4: We People	55
<i>Some Observations</i>	
<i>Information Behavior</i>	
<i>Information Behavior Theories</i>	
<i>Conclusion</i>	
<i>Notes</i>	
<b>PART II IN PRACTICE</b>	
CHAPTER 5: Information Profile	73
<i>A Person's Background</i>	
<i>Information Aptitude</i>	
<i>Information Attitude</i>	
<i>Information Handling</i>	
<i>Conclusion</i>	
<i>Notes</i>	
CHAPTER 6: Mind Your Brain	91
<i>Sensitive Information</i>	
<i>Mixed Feelings</i>	
<i>Food for Thought</i>	
<i>Brain Muscles</i>	
CHAPTER 7: Brain at Work	105
<i>Pay Attention</i>	
<i>Remember to Remember</i>	
<i>Remember to Forget</i>	
<i>Stop!</i>	
<i>Notes</i>	

CHAPTER 8: The Information Brain	121
<i>Search and Find</i>	
<i>Save Everything</i>	
<i>Order, Please</i>	
<i>Filter</i>	
<i>Information Pruning</i>	
<i>Notes</i>	
CHAPTER 9: Information at Work	135
<i>Learn Smarter</i>	
<i>Information Productivity</i>	
<i>Smart Information Workers</i>	
<i>Technology Smart</i>	
<i>Notes</i>	
CHAPTER 10: Clever Communication	151
<i>Communicate Information</i>	
<i>Storytelling</i>	
<i>Picture Perfect</i>	
<i>Navigating the Information Sea</i>	
<i>Notes</i>	
CHAPTER 11: People at Work	167
<i>Smart People</i>	
<i>Managing Information Workers</i>	
<i>Timing Is Everything</i>	
<i>Seasoned Citizens</i>	
<i>Notes</i>	
<i>References</i>	185
<i>Index</i>	191

<http://www.pbookshop.com>