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COURSE BROCHURE

Information Overload Management Training Course

1 – 5 March 2027
Singapore

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Registered in the United Kingdom and Saudi Arabia

Information Overload Management Training Course

Ref: 1589_58284 **Date:** 1 – 5 March 2027 **Location:** Singapore **Fees:** 6900 GBP

Information Overload Management is a 1-week training course for managers and professionals who face a constant stream of email, chat messages, reports and meetings, and it produces a Personal Information Triage System. Organisations lose decision quality when their people skim everything and absorb nothing. This course on Information Overload Management is delivered by Jupiter Prime Training.

Why Information Overload Management Matters Now

Three forces shape information overload management today: collaboration platforms that multiply channels, reporting cultures that copy everyone on everything, and leaders who expect instant replies at any hour. A professional who filters well spends attention on the few messages that change decisions and protects time for deep thinking. One who does not reacts all day, misses weak signals and burns out. The course draws on attention research, the Eisenhower urgency and importance matrix, the Getting Things Done GTD capture and processing method and progressive summarisation for notes.

Who Gains Most from Information Overload Management

- Managers who receive daily operational reports and must spot exceptions
- Professionals who coordinate across several chat and email channels
- Analysts who read long documents and brief senior colleagues
- Project coordinators who chair recurring status meetings
- Executive office staff who filter correspondence for leaders

A department that sends members from both senders and receivers of reports gains most, because they can agree shared channel and reporting norms.

Information Overload Management Capabilities

Participants leave able to decide quickly what deserves attention, what can wait and what never needed to arrive.

- Assess personal information intake by channel, volume and decision relevance — line manager
- Apply inbox rules, folders and batching to cut reactive checking — direct colleagues
- Design a reading strategy that extracts decisions from long reports — senior leaders
- Build a note system that turns captured information into retrievable knowledge — project teams
- Specify meeting hygiene standards for agendas, attendance and outputs — meeting owners
- Communicate channel agreements that tell colleagues where and how to send what — department head

Key Information Overload Management Terms

- Information triage — sorting incoming items quickly into act now, schedule, delegate, file or delete.
- Inbox zero — a practice of processing each message to a decision so the inbox holds only unprocessed items.
- Batching — handling similar tasks, such as email replies, in fixed blocks rather than continuously.
- Signal-to-noise ratio — the share of incoming information that actually changes a decision or action.
- Progressive summarisation — layering highlights and short summaries onto notes so key points surface on later reading.
- Channel agreement — a team rule stating which channel to use for which type of message and expected reply time.

Information Overload Management Day by Day

Day 1: The Attention Economy at Work

- Information Intake Audit — Measuring Volume by Channel and Source
- Attention Residue Research — Understanding Costs of Constant Switching
- Signal-to-Noise Scoring — Rating Which Inputs Change Decisions
- Eisenhower Urgency and Importance Matrix — Sorting Demands by Consequence
- Personal Overload Triggers — Spotting Habits That Invite More Input

Day 2: Email and Messaging Triage

- Inbox Rules and Filters — Routing Low-Value Messages Automatically
- Four-Decision Processing — Act, Defer, Delegate or Delete Each Item
- Batching Schedules — Replacing Constant Checking With Fixed Blocks
- Chat Notification Settings — Reducing Interruptions From Collaboration Platforms
- Subject Line and Reply Conventions — Making Messages Easier to Triage

Day 3: Reading and Note Systems

- Report Skimming Strategy — Extracting Decisions From Long Documents
- Executive Summary Requests — Asking Senders for Bottom-Line-First Formats
- GTD Capture and Processing — Emptying Mental Inboxes Into Trusted Lists
- Progressive Summarisation — Layering Notes for Fast Later Retrieval
- Reference Filing Structure — Finding Stored Information in Seconds

Day 4: Meetings and Team Norms

- Meeting Necessity Test — Deciding Whether a Meeting Should Exist
- Agenda and Output Templates — Linking Every Meeting to Decisions
- Attendance Rules — Inviting Only Contributors and Decision Owners
- Channel Agreement Drafting — Setting Team Rules for Message Types
- Reporting Rationalisation — Retiring Reports Nobody Reads

Day 5: Practising the Personal Information Triage System

- Live Inbox Exercise — Applying Rules, Batching and Four Decisions
- Report Reading Drill — Using Skimming on Banking and Logistics Cases
- Meeting Redesign Simulation — Testing Necessity and Agenda Templates
- Note System Build — Setting Up Capture and Summarisation Flow
- Personal Information Triage System — Completing the Final Setup

Applying Information Overload Management After the Course

- Run a two-week information intake audit and retire or redirect the three lowest-value inputs.
- Agree a channel agreement with the immediate team and publish it alongside revised meeting templates.

Information Overload Management Questions FAQ

What is Information Overload Management and why does it matter now?

Information Overload Management is the set of habits and settings that keep incoming email, messages, reports and meetings under control. It matters now because collaboration channels keep multiplying while the hours available for careful thinking do not.

Which roles gain most from Information Overload Management training?

Managers receiving daily reports, coordinators working across many channels, analysts briefing seniors and executive office staff gain most, whether in a bank, a hospital or a logistics firm.

How does Information Overload Management differ from a time management course?

Information Overload Management focuses on what enters your attention and how it is filtered. A time management course centres on scheduling tasks; this course centres on channels, inbox processing, reading methods, notes and meeting norms.

What do you bring back from Information Overload Management training?

You bring back working inbox rules, a batching schedule, a reading method, a note system and draft channel agreements for your team, already set up during the course.

Information Overload Management: The Way Forward

The Personal Information Triage System first informs which inputs a participant stops receiving in the week after the course. Participants use it daily for inbox and notes, colleagues use its channel agreement to send messages correctly, and managers use its meeting rules to cut calendar load. After a month, revisit the rules, as new channels and projects shift intake.