

# Personal Knowledge Management

**Swiss Knowledge Management  
Forum Round Table**

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# How well do you manage Knowledge ?

- Are you satisfied of what you do ?
- Or even proud ?
- Can you recommend best practices or tools ?

The answers for most of us : no, no, maybe

Why ?

# Break a complex problem into smaller ones

The complex problem :

*Knowledge Management (KM) comprises a range of practices used in an organisation to identify, create, represent, distribute and enable adoption of insights and experiences.*

*Such insights and experiences comprise knowledge, either embodied in individuals or embedded in organisational processes or practice*

*Source : wikipedia*

The simpler problem : how one manages his personal information and knowledge

# The #1 tool used for personal Knowledge Management



# The #2 Tool



# Side note : pre-requisite for KM

- Save your information in electronic form
- Scanning & OCR are not really an option
- Get used to it
- This is a major hurdle (just ask a doctor about e-health...).
- The reason :
  - The writer has to make an effort (cost)
  - The reader has the benefits
- Personal Knowledge Management : you are the writer and the reader

# Today's round table

- Explain to others how you manage your own information / knowledge
- Which tools do you use ?
- What works ?
- What doesn't ?

# Items of Interest

Interesting items :

- Meeting notes
- To do's
- Ideas
- Lists
- Links between these items

Not so interesting stuff :

- Contacts
- Calendars

This problem is (practically) solved, at least for standalone items



# Challenging Issues

- Work computer ↔ home computer
- Work items ↔ Home items
- Mobile phones
- Sharing with others
- Any « Getting things done » addicts ?

# How do we proceed ?

1. Make a list of all the tools you use for your personal knowledge management
2. Compare and discuss with your table colleagues
3. Each groupe proposes a set of « best practices »

Let's go !