# 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:

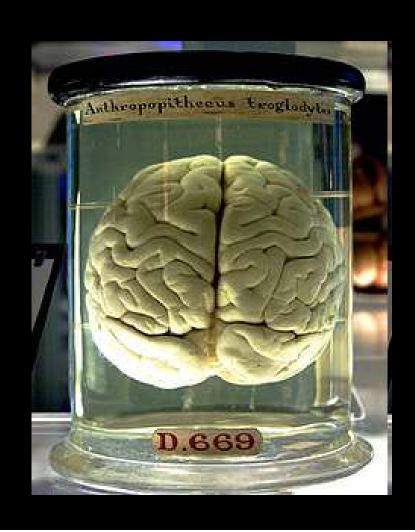
Knowledge Management (KM) comprises a range of practices used in an organisation to identify, create, represent, distribute and enable adoption of insights and experiences.

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!