

Overcoming Overload in the Information Age

by Jay Cross, July 1998



stop reading now

"If you think you can do
a thing, or think you
can't do a thing, you're
right"

Select your sources with care

Magazines



Some say this is the biggest waste of time in your day.

Email

Eudora is a good email program. I recently switched to Microsoft Outlook 98. Either will sort your email into categories.

Computer

I keep all my text files in a directory named (the S puts it at the top of the list). It contains subdirectories named **Correspondence, Career, Work in Progress, Archive, Personal, Financial,** etc.

World Wide Web

Here is my personal [links page](#) 

Television

[TV Guide](#) ▶

[Ebert](#) ▶

[MovieLink](#) ▶

Books & journals

[Times](#) [Business Week](#)

[New York
Amazon](#)

Go with the process, Luke



