

A top-down view of a person sitting at a desk, looking down with their head buried in a large stack of papers. The desk is cluttered with various items: a calculator on the left, a yellow pencil and eraser at the top, a small white cup of coffee on the right, and several stacks of papers with colorful sticky tabs. In the background, there are charts and graphs on papers. The person is wearing a blue long-sleeved shirt.

White Paper on Information Overload

Here's What We'll Cover



Information Overload: Fundamentals

Facts

What's causing the Overload?

Productivity Quotient (TQ): The Diagnostic

Multitasking: Illusion or Reality?

Relevance Engine

Tenets of Effectiveness

Coaching Calls

Conclusion

Information Overload: Fundamentals

“We are not in a world of information overload, we’re in a world of filter failure”

— Michael Lazerow

Information overload occurs when the amount of input to a system exceeds its processing capacity. Decision makers have fairly limited cognitive processing capacity. Consequently, when information overload occurs, it is likely that a reduction in decision quality will occur.” The Last Century has been the most momentous in the annals of Human Endeavour.

We are inundated by Terabytes of data that is thrown at us across multiple digital platforms; on multiple devices.

Sifting the important from the superfluous has become an art and a defining science.



FACTS

50% of Knowledge Workers feel that the amount of information they are presented with on a daily basis is detrimental to getting their work done

66% of mobile users suffer from a phenomenon called "NOMOPHOBIA"
NO-MO(BILE)-PHONE-PHOBIA
anxiety in the absence of their device

66% of Mobile phone users sleep in a 5ft proximity of their device

Upon losing their device:
73% - PANIC
14% - BECOME DESPERATE
7% - FEEL SICK
6% - FEEL RELIEVED



Consumers of Information are also its producers

A rapid generation of new information across domains and languages

Massive duplication of Information

An explosion of channels of information

Multiple digital platforms and profiles

What's causing the *Overload* ?

Productivity Quotient (PQ): The Diagnostic

What is Productivity Quotient?

Diagnostic

The Diagnostic is specific to an organization. It establishes the as-is situation within an Organization. Organizations include all those who impact results. This diagnostic targets specific and actionable data relating to those areas in the organization that can be improved.

The structure and content of the diagnostic lead to the intervention and ensures a curriculum and solutions based on empirical data. PQ comprises of 16 questions (multiple-choice questions)

The multiple choices pertain to behaviours that reflect Productivity and are indicative of success or suggestive areas of improvement. These provide specific and actionable inputs.

The Diagnostic matches perception with reality; offering deeper insights into how teams perceive specific concepts.



Productivity Quotient (PQ): The Diagnostic

Roll Out

The PQ is administered as an email based questionnaire. It is emailed to each participant individually as a separate link to their questionnaire, and the results are recorded collectively. The data collection process takes between 1-2 weeks depending on the number of participants.

It takes Ensemble 3 working days to compile the result into a packaged presentation, with cross-tabs and analysis.

Our clients keep target teams informed in advance of the diagnostic, take the necessary steps to enable administration from outside their organization's firewall, and prepare the grounds to collect a representative volume of responses to get the best possible results.

Confidentiality

Information collected via the diagnostic is presented to the client organization in summary form only. Clients can easily understand trends but cannot identify individuals or their responses.

Ensemble does not provide detailed individual responses to the client organization. The diagnostic is administered from 3rd party servers; the client organization's servers are not used for data collection.

In addition to these steps, we use widely accepted industry norms to ensure that summary data is never presented for a group of less than a certain number, to ensure individual participants cannot be identified. All Data collected is subject to utmost confidentiality.



Beneficiaries

The Diagnostic can be extremely valuable for managers seeking independent, un-monitored feedback on how their teams perceive Productivity Quotient(PQ).

It provides insights to managers who aim to improve specific areas of organizational or individual behaviour attributes that impact business performance. By collecting empirical information from large, cross-functional audiences within the organization or team, it can help managers identify, address and measure change.

The diagnostic is a reality check.

The intervention which follows is based on the Diagnostic. It is customised to deal with specific issues rather than generic dissemination of information.

The PQ Debrief

The debrief session is a meeting with the senior stakeholders. It is intended to reveal the current standpoint within the Organisation; highlighting strengths and areas of development.

The entire intervention is customised to touch upon these key opportunity zones.

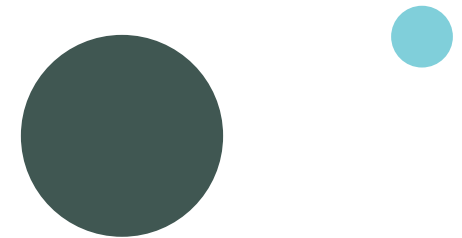
A brief analysis clearly enumerates the areas that need improvement and focus.

The curriculum makes a systematic approach to these areas leveraging strengths and resources within the Organisation.

This is immediately followed up by the intervention.



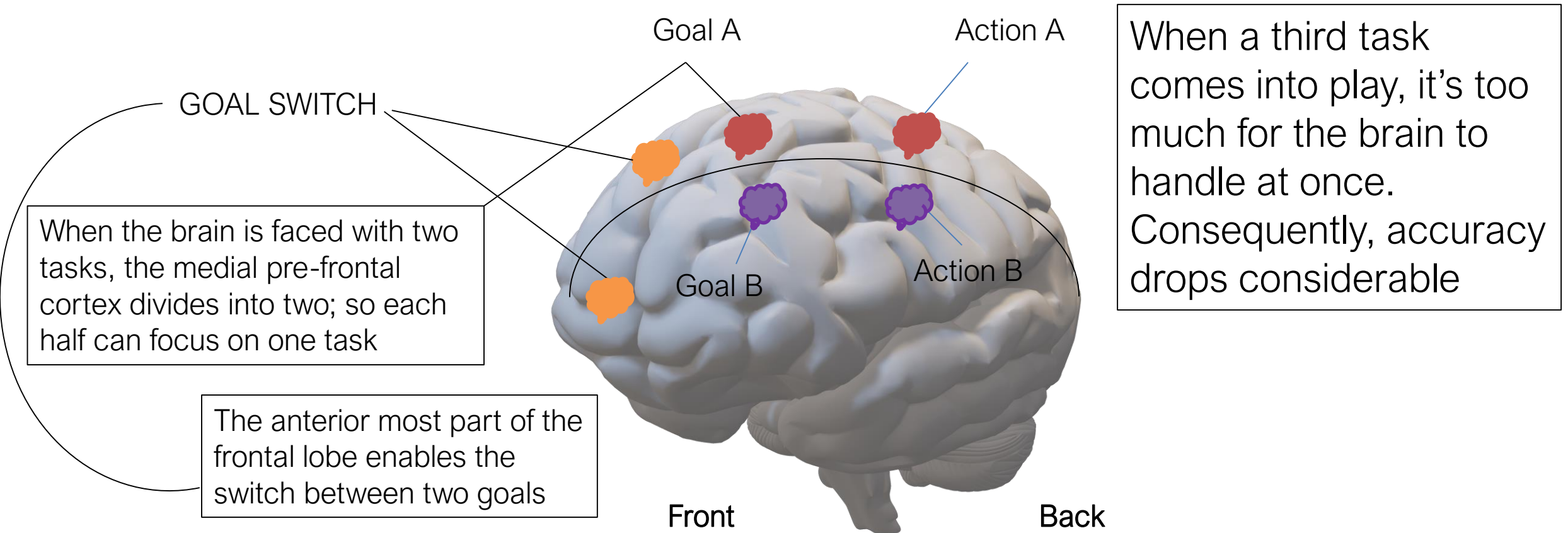
Productivity Quotient (PQ): The Diagnostic



Multitasking: Illusion or Reality?

No matter how good our intentions may be, we may not be as good at multitasking as we may think.

One explanation reveals why the human brain can only manage two tasks at once:



Multitasking: What studies show?

Multitaskers are
Bad at filtering out
irrelevant
information

Consumers of
Information are also
its producers



Consumers of
Information are also
its producers

Consumers of
Information are also
its producers

The Solution: Build a Relevance Engine

It is a methodology that eradicates duplicate channels of information.

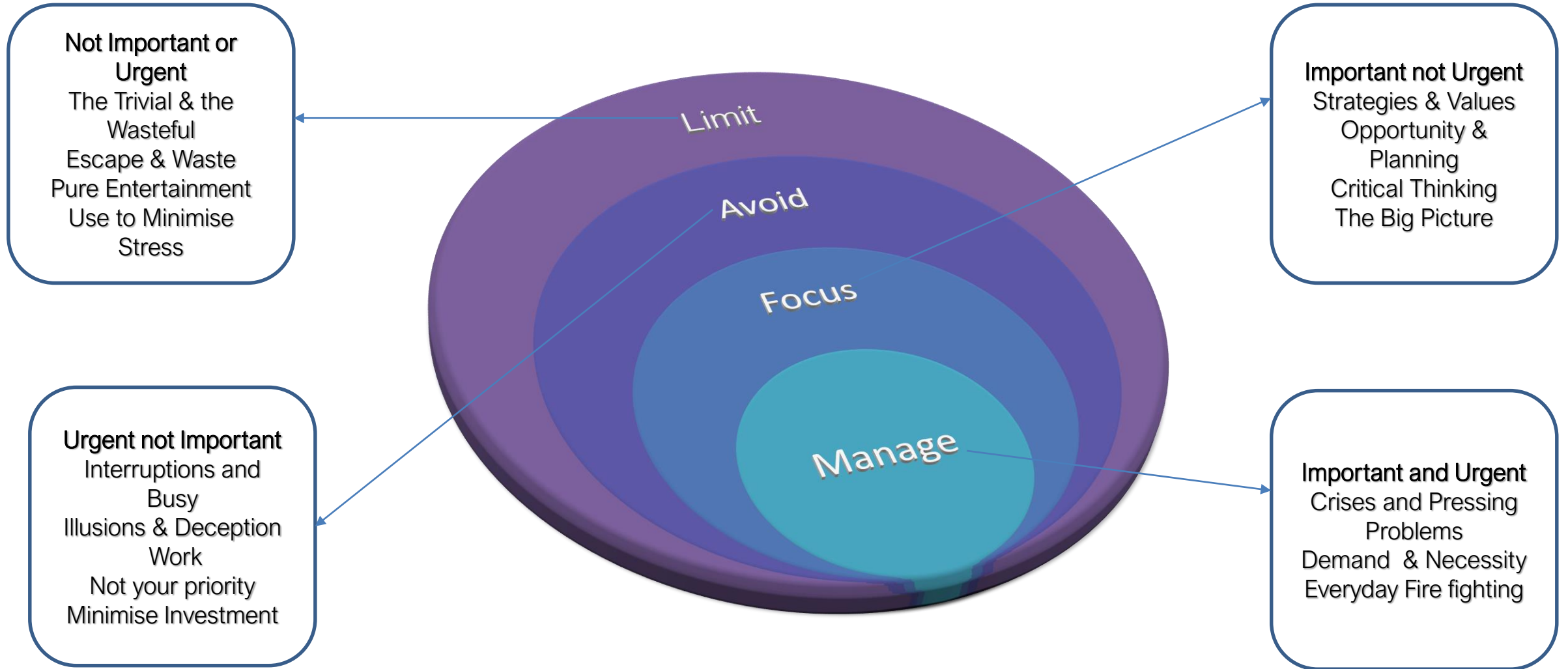
The process grades the information in the order that is relevant to you.

It is timed to be delivered at opportune times rather than impede the momentum of a busy day.



Relevant and Precise
information

Build your Priority Circles



Tenets of Effectiveness



Attend to the essential

Focus on the critically important don't get bogged down by the Urgent.

Go for Great

Reach out for the Stars.
Don't let good limit you from achieving the Great.

Prioritise your Topmost Goals

Prioritise your essential Goals
don't be distracted by the noise

Command your devices

Employ all your devices to your aims
and preferences. Do not let them
chase you down

Drive with Passion

Let your fire and passion at work
drive you. Don't get chased down
by deadlines

Realise this. Functions are subject to rapid evolution while Designations may not necessarily change.



This is what your role demanded of you earlier



This is what your Organisation expects of you now

COACHING CALLS

Coaching Calls

The consultant maintains regular touch with the internal custodians of the process.

The aim is to ensure that process rigour is maintained and any obstacles to their fruition are removed as well as internally escalate issues for resolution.

Three coaching calls are held (1 per month) for three months.

This provides an opportunity to address any internal issues and ensure that results continue to emerge and process milestones are regularly met.



Conclusion

We are now being compelled (more so) than any generation before in the History of Mankind to:
“LEARN, UNLEARN AND RELEARN”

The rate of Obsolescence of Technology has quadrupled

Corporates are getting wiped out or being side-stepped, in the race of innovation and growth

We have no alternative but to filter out the Information Noise and mine that which is relevant



Ensemble People Skills

For the first time in history, vision and agility are prerequisites to attaining relevance and therefore, growth and profitability.

In an ever-morphing world, customer behaviours are transforming markets at a blinding speed.

The key is to internalise certain principles that provide constant direction and relevance.

At Ensemble, we curate and customise principle-based solutions.

Visit us today at :<https://www.ensemble-skills.com/>

