

# Triple Overload

Time to Tame Tech with:

Strategy  
Technology  
and Teamwork

[Adapted from a white paper from Evernote and Think Productive Workshops, April 2018. Written by Dr. Beat Bühlmann and Graham Allcott.](#)

# Checking Your History Hat

- 2005 Desktop or Laptop → Going Mobile??? Can the network handle it???
- 2007 Smartphones → Blackberry or more??? How to manage???
- 2009 iPad → Will I need a tablet??? What apps???
- 2011 One to One → Is one device enough??? Student??? Network???
- 2013 Cloud → Can it be trusted???
- 2015 Robots and Ubiquity → What's next???
- 2017 AI, Security, and Privacy → Now what do we do???

# Four Industrial Transformations

1780 Steam Powered Machines

1870 Electricity and Mass Production

1970 IT and Automation

1950 on Fusion of Physical, Digital, and Biological



Changes happened at 100 year intervals or once in a career.



From decade long to yearly.  
On trajectory for changes every 12 hours.

# Ubiquitous Connectivity

From a mountain top

At the beach

In your car

At church

# TODAY

**Processing Power**

**and**

**Data Storage**

**CAPABILITIES**



**Innovation at Will**

**by**

**RESEARCHERS**

**ENTREPRENEURS**

**HACKERS**

We just started the  
**DIGITAL TRANSFORMATION**  
the last two decades.

**Evidence shows we are not  
handling it well!**

# PROBLEMS TO ADDRESS

Data Overload

Communications Overload

Cognitive Overload

# Overload Threats

**#1 Data = 2.5 hours per day wasted looking for information.**

**#2 Communication = Meetings, email, messaging, chats, conference calls, demos, presentations, etc.**

**#3 Cognitive = Interruptions and switching tasks every 3-5 minutes.**



# INFORMATION

*TIME is not the most  
precious commodity,  
ATTENTION is.*

# COMMUNICATIONS

80/20

or

40/20/40

**COGNITIVE**

***TEAMWORK and THINK TIME***

*or*

*Endless Catch Up and*

***BURNOUT***

# Strategy

**SOLUTIONS!**

1. Protect your best attention.
2. Turn “things” into “actions.”
3. Embrace the word “No.”
4. Conduct a weekly review.
5. See small wins.

# Technology

## SOLUTIONS!

1. Turn off notifications.
2. Keep your email inbox at zero.
3. Take advantage of AI and automation in Apps.
4. Narrow down your [App](#) list.
5. Collect information into big buckets.

# Teamwork

## SOLUTIONS!

1. The power of team.
2. Set the right expectations.
3. Balance and open door policy.
4. Communication and support.