



Beat the Bumf! Key Techniques to Greatly Increase Your Memory, Productivity, and Available Time

Kathryn Redway

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Now in a new and revised edition of her timely bestseller, Kathryn Redway shows you how to maximize your memory, regain control of the invasive electronic culture, read rapidly, retain and prioritize information, and filter out what you do not need. This edition uses case studies and some of the most advanced - but easy to use - information management techniques available to help busy managers, offices and individuals avoid becoming snowed under by paperwork, master their time and absorb and convey key information. This book is divided into two parts - 'Defense against Bumf' and 'Offense against Bumf'. Each of the chapters are designed to be used as individual units with hands-on exercises included to help reinforce each time saving and memory improving technique. In Part 1, 'Defense against Bumf', you will find ways to regain control of ceaseless incoming information on paper, electronically, or in meetings. It will also give you tips to improve your memory and discourage interruptions. In Part 2 'Offence against Bumf', you will find techniques to read faster and present documents that are easier to absorb. Beat the Bumf will help everyone who reads it to save time, retain more, and improve their life. It provides a wealth of time saving and memory improvement techniques in an easy to read format - ideal for quick reference and continuous use.

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