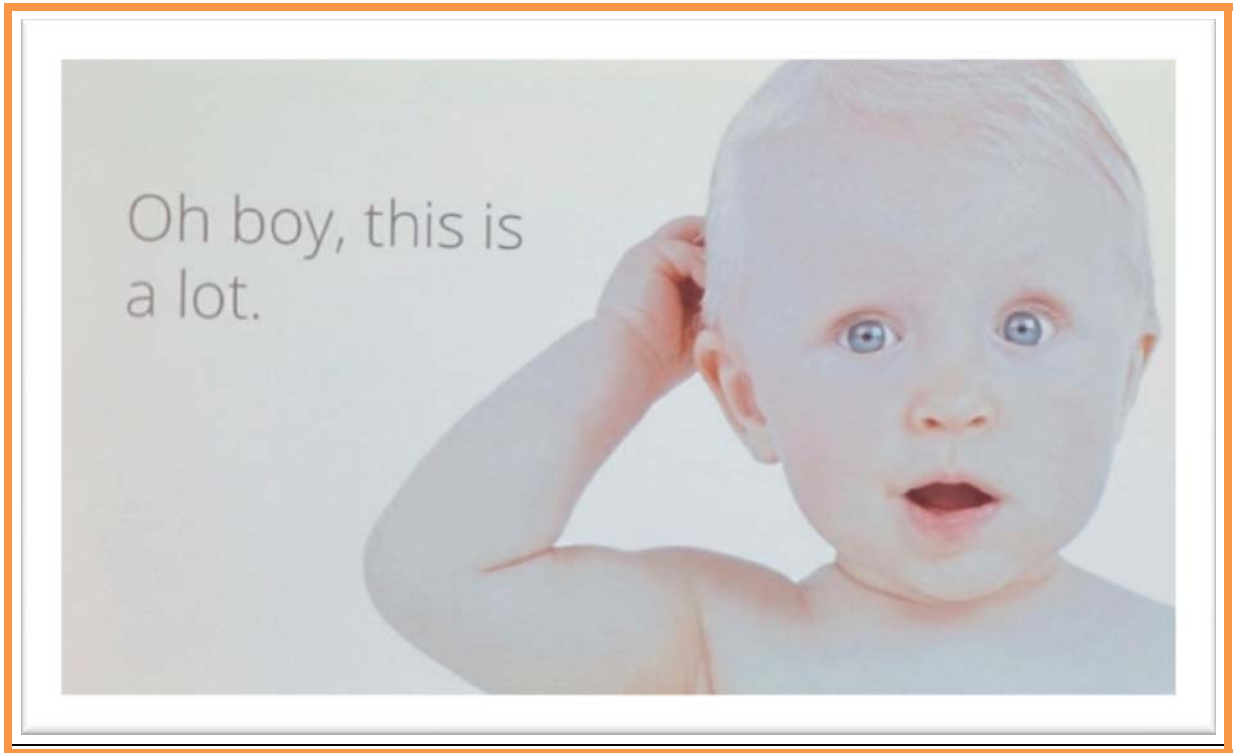# Dealing with Lots of Information
By: Mr. Ken Malmberg

Today in the federal government everyone has to deal with a growing need for organizing bits and pieces of data coming into the workplace. Unfortunately, in many instances, the employee has no corresponding method to account for the volume or the validity of this tsunami of information, nor does he or she have a reasonable means to categorize or present it. One logical approach is to take small bites at a time, and develop a technique that allows for capturing and presenting mundane information that is both readable and concise. The trick is more to know more about what can be discarded without compromising the validity of your report. Then, once that cut is made, the effective employee continues refining data sources that are useful to the report being required.

By further refining this approach, you can take steps that 1) make your final report more transparent, 2) make the task more manageable (by beginning with the end-state in mind), and 3) creating both verbal and written pathways which consolidate a variety of inputs and help create a more coherent report. This approach reduces the volume of information you have to consult (as long as you make the correct choices up front), and makes the entire exercise more manageable. In turn, the accuracy of the report developed from the information is improved.