

We'll manage information overload together!



We'll use this as a basis for marking and modifying the ground rules for brain work that are suitable for our workplace.



Floods of emails

- We'll think about whether things would be better handled through, for instance, a phone call or a short meeting.
- We'll write subject lines in the agreed way, using codes or otherwise brief descriptions.
- If we send messages to multiple recipients, we'll place those who do not require a response in the cc field.
- We'll agree on how to use shared mailboxes and ensure that our mailing lists are up to date.



Managing communication

- We'll stop to think about and check on the agreed correct channel for a message.
- We'll set up a discussion forum, for example, and use it for common issues/projects/groups.
- We'll decide who will /how to collect and summarize essential issues so that the amount of information remains reasonable.
- We'll address communication problems with our supervisor / management to avoid stress from uncertainty.



Making shared information available

- We'll agree on how and where to compile information, work instructions, guides and other things, as well as links to items that need updating.
- We'll agree on what information is stored, where, in what format, and we'll use a uniform folder structure in virtual workspaces.
- We'll create common file templates to make everyone's work easier and work together to improve them.
- We'll always use the organization's common file templates intended for the situation or issue in question.



Overloaded by information!

- We'll discuss how to improve the situation together if there are too many messages or unpredictable issues.
- We'll reduce information overload for everyone by breaking down project work, distributing tasks and clarifying responsibilities.
- We'll schedule time for doing and learning different tasks.
- We'll end meetings 15 minutes ahead of time so we can internalize things, save materials, and schedule further work into our diaries.
- We'll schedule enough time into our diaries to follow communication channels and read emails.



Our rules: