

**PROMPT WO-087**

Manage Information Overload

Purpose

Use this prompt to organise overwhelming amounts of information, reduce digital clutter, and create a better system for managing emails, documents, notes, tasks, and knowledge. It helps people move from feeling overwhelmed to having a clear information system.

DIFFICULTY
 **Intermediate**

TIME SAVED
 **30–90 min**

BEST FOR
Digital Organisation



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Productivity Consultant and Information Management Specialist.

Help me reduce information overload using the information below.

Areas Causing Overload:

[Email, documents, files, notes, social media, tasks, apps, information sources]

Current Systems:

[Describe how I currently organise information]

Main Problems:

[Too many emails, lost files, too many ideas, too many apps, difficulty finding information]

Tools I Currently Use:

[List software, apps, platforms]



Work and Personal Responsibilities:
[Describe commitments]

Desired Outcome:
[What would a better system look like?]

Please:

- Analyse my current information management challenges.
- Identify sources of overload.
- Recommend what information should be kept, organised, archived, or removed.
- Create a simple information management system.
- Recommend folder structures and naming systems.
- Suggest ways to manage emails, notes, and tasks.
- Recommend useful tools or automations.
- Create daily and weekly maintenance routines.
- Explain how to keep the system simple long-term.

Return only the completed information management plan.

Example

INPUT

Problems:

- Too many emails.
- Notes stored everywhere.
- Files difficult to find.
- Too many ideas and tasks.

Tools: Email, cloud storage, notes app, task manager.

EXPECTED OUTPUT

Information Management Plan

Current Challenge

The main issue is not the amount of information—it is the lack of a clear system for capturing, organising, and reviewing information.

The goal is to create one trusted system where everything has a place.



STEP 1 — CREATE AN INFORMATION CAPTURE SYSTEM

One Inbox

Use one place to capture: ideas, tasks, notes, information to review.

Avoid saving information randomly across multiple locations.

STEP 2 — ORGANISE INFORMATION INTO CATEGORIES

 Projects — Active work and current goals.

Examples: Business projects, work tasks, personal goals.

 Resources — Information you may need later.

Examples: Guides, research, learning materials.

 Archive — Completed or old information.

Examples: Previous projects, historical documents.

 Remove — Delete duplicate files, old information, unused subscriptions.

STEP 3 — EMAIL MANAGEMENT SYSTEM

Create folders:

 Action Required

 Waiting For

 Reference

 Archive

Recommended routine:

- Check emails at planned times.
- Avoid constantly switching attention.
- Unsubscribe from unnecessary emails.

STEP 4 — DIGITAL FILE ORGANISATION

Use consistent naming: Year – Project – Description

Example: 2026 – Website – Homepage Update

Benefits:

 Easier searching

 Less duplication

 Faster retrieval



STEP 5 — WEEKLY INFORMATION REVIEW

Once per week, review:

- ☐ Emails
- ☐ Tasks
- ☐ Notes
- ☐ Projects
- ☐ Files

Ask:

- What needs action?
- What can be removed?
- What should be prioritised?

 **Builder's Tip:** *Information is only valuable when you can find and use it. A simple rule: Capture less. Organise better. Review regularly. The best system is not the most complicated one—it is the one you will actually maintain.*

Related Prompts

- WO-081 – Create a Daily Productivity Plan
- WO-084 – Improve Workflows
- WO-086 – Plan Projects
- WO-088 – Create a Personal Learning Plan

Tags

INFO
MANAGEMENT

PRODUCTIVITY

ORGANISATION

DIGITAL
SYSTEMS

EFFICIENCY