



*Training Course:
Handling Information Overload*

*16 - 20 November 2026
Madrid (Spain)*

Training Course: Handling Information Overload

Training Course code: MA1146 From: 16 - 20 November 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

In today's digital and fast-paced work environment, professionals are constantly exposed to vast amounts of information from emails, reports, meetings, and digital platforms. While access to information is essential, excessive and unstructured data can lead to decreased productivity, poor decision-making, and increased stress.

This program, developed by [Global Horizon Training Center](#), equips participants with practical strategies and tools to effectively manage, filter, and prioritize information. It focuses on improving focus, enhancing decision-making, and optimizing workflows by reducing unnecessary distractions and information clutter.

Participants will learn how to streamline communication, manage digital inputs, and develop habits that support efficiency, clarity, and better performance.

Course Objectives

By the end of this program, participants will be able to:

- Understand the causes and impact of information overload
- Prioritize and filter relevant information effectively
- Apply techniques to manage emails, meetings, and digital content
- Improve focus and productivity through structured workflows
- Enhance decision-making using organized information
- Utilize tools and systems to manage information efficiently
- Reduce stress and cognitive overload
- Develop sustainable habits for managing information

Target Audience

This program is designed for:

- Managers and Executives
- Administrative and Office Professionals
- Project and Program Managers
- Knowledge Workers and Analysts
- HR and Operations Professionals
- Anyone dealing with large volumes of information in their daily work

Outline

Day 1: Understanding Information Overload

- Definition and Causes of Information Overload
- Impact on Productivity and Decision-Making
- Cognitive Load and Attention Management
- Identifying Personal Information Challenges
- Sources of Information Overload in Organizations
- Case Studies and Self-Assessment

Day 2: Information Prioritization and Filtering

- Techniques for Prioritizing Information
- Distinguishing Relevant vs. Irrelevant Data
- Applying the Eisenhower Matrix and Filtering Models
- Managing Emails and Notifications Effectively
- Information Categorization and Organization
- Practical Exercises on Filtering Information

Day 3: Tools and Systems for Information Management

- Digital Tools for Managing Information Task Managers, Notes, Cloud Systems
- Document Management Systems
- Knowledge Organization Techniques
- Workflow Automation and Productivity Tools
- Best Practices for File and Data Management
- Building Personal Information Systems

Day 4: Enhancing Focus and Productivity

- Time Management and Focus Techniques
- Reducing Distractions and Interruptions
- Managing Meetings and Communication Flow
- Deep Work and Concentration Strategies
- Stress Management and Mental Clarity
- Building Efficient Work Habits

Day 5: Decision-Making and Sustainable Practices

- Using Organized Information for Decision-Making
- Avoiding Analysis Paralysis
- Creating Efficient Communication Strategies
- Developing Long-Term Information Management Habits
- Continuous Improvement in Information Handling
- Developing Personal Action Plans

Registration form on the Training Course: Handling Information Overload

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
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Person Responsible for Training and Development

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Position:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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