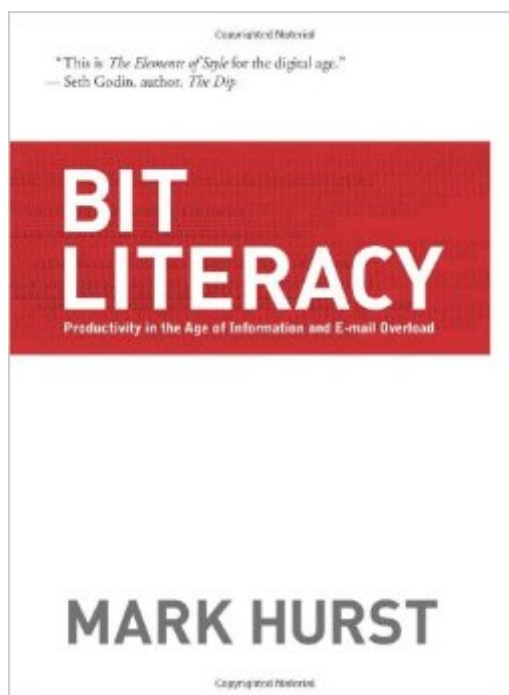


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# Bit Literacy: Productivity In The Age Of Information And E-mail Overload



## Synopsis

"Bit Literacy" is essential reading for anyone who has experienced "digital overload": the daily flood of e-mail, multiple todo lists, a cluttered desktop, documents in various file formats, and the constant distraction of cell phones and other devices. More than a quick fix or another "how-to" guide, the book offers an entirely new way of attaining productivity that users at any level of expertise can put into action right away. This is "bit literacy," a method for working more productively in the digital age, with less stress. Mark Hurst - who has reached hundreds of thousands of readers through his Good Experience e-mail newsletter, Uncle Mark technology guides, thisisbroken.com, and other websites - has revealed the way to survive, and thrive, in the digital age: "Let the bits go."

## Book Information

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## Customer Reviews

The other night sitting at dinner, someone asked me the small-talk question of the age "So, how much time do you spend on your email?" I listened in surprise as I heard myself say "Oh, ten or fifteen minutes at most." I used to think I was SO clever, for having discovered I could use my email inbox as an address book, database, calendar, bookmark, and to-do list all rolled into one. "Gee," I thought, "I bet most people aren't this effective in managing information." Was it any surprise that I had two thousand emails in one inbox, and seven thousand in another, stretching back seven years? And I even thought this was a GOOD thing. Oy! It's the genius of Mark Hurst's Bit Literacy that he gives a thoughtful and convincing set of reasons for getting your email inbox down to ZERO every day. "Let the bits go" he says. He tells you exactly how to do it -- and no, it doesn't involve just

deleting everything -- as well as why. He gives you the day-to-day method, and he gives you the one-time "induction" procedure that tells you how to get to that point. These MIT grads are so methodic about technology! Anyway, soon you too can share the shock of seeing an empty email inbox. And then... go on to get something done!Hurst tells you how to perform the magic on your email in-box, your to-do list, your photos, tells you how and where you store your files (and a good way to name the files too) and how to manage your media diet. He recommends some free tools, and some you might want to pay for.For me, the greatest value of this book will most likely be using what Hurst calls a bit literate to-do list.

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