

Extending the Value of Lifelong Learning through Personal Knowledge Management

Presented by Ronda Davis, CPTD, PMP, RYT 200

Why Personal Knowledge Management?

- Organizational knowledge belongs to the organization – you need a system that belong to you
- Our knowledge is our most valuable asset that lasts longer than a project, a job, or a career
- An effective personal knowledge management system will enable us to capture, store, and retrieve this knowledge when it is most needed.

An effective personal knowledge management system is . . .

- Available when and where you need it
- Reliable
- Easy to use
- Seamless to your workflow

Four Level of Personal Knowledge Management

- Level 1: Storing Information
- Level 2: Managing Knowledge
- Level 3: Enabling Action
- Level 4: Personal Knowledge Mastery

Source: Tiago Forte, <https://fortelabs.co/blog/the-4-levels-of-personal-knowledge-management/>

Four Stage Process of Personal Knowledge Management

- **Capture:** Saving valuable information from the internet and the world around you
- **Organize:** Breaking that information into small chunks and preparing them for later use
- **Distill:** Extracting the pieces of knowledge most relevant to your current goals
- **Express:** Turning your knowledge into creative output that has an impact on others

Source: Tiago Forte, <https://fortelabs.co/blog/the-4-levels-of-personal-knowledge-management/>

Tools

Type	Tool	Link	Additional Notes
Capture	Pocket	https://getpocket.com/	
Capture	Instapaper	https://www.instapaper.com/	
Capture	Drafts	https://getdrafts.com/	Apple Devices Only (iPhone, iPad, Mac, Apple Watch)
Organize	OneNote	https://www.onenote.com/	Web Clipper available
Organize	Evernote	https://evernote.com/	Web Clipper available
Organize	Notion	https://www.notion.so/	Web Clipper available
Organize	Roam Research	https://roamresearch.com/	

What other tools are available?

P.A.R.A.

- Projects
- Areas
- Resources
- Archive

Source: Tiago Forte, <https://fortelabs.co/blog/para/>

Projects	Areas
Resources	Archive

The Key: Apply your organizational structure in all parts of your system, no matter which tool(s) you use (File Management, Note-Taking Application, Task Manager)

Benefits

- Easy to store information
- Easy to find and retrieve information
- Easy to archive information when it is no longer needed

Express

What is purpose of collecting and curating all this information?

- Knowledge is not meant to be hoarded
- Knowledge is meant to be shared

What could you do with the information you have?

Protect Your Information

- Back up your information
 - External hard drive
 - In the cloud (Dropbox, Google Drive, OneDrive)
- Protect your passwords
 - 1Password
 - LastPass
 - Others . . .

Closing Activity

What is one action item you can take today?

What is one action item you can take this week?

Closing Thought

Knowledge is power . . .

But Personal Knowledge Management is what **makes** you powerful

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Pre-Recorded Conference Session Available:

Self-Care: Taking Care of Yourself so You Can Guide Others

Quick Biography . . .

Passion for transforming the lives of others, elevating them to their highest potential

Techie to Trainer

- Programmer -> Technical Trainer -> Training Manager -> Coach
- Founder of Elevation 52, LLC
- Training Manager at Tyler Technologies

Yogi

- Registered Yoga Teacher (RYT 200)
- Passion for making yoga accessible

Lifelong Learner

- Bachelor of Science in Information Systems and Operations Management (University of North Carolina at Greensboro)
- Master of Science in Information Technology and Management (University of North Carolina at Greensboro)
- Ed.D. in Leadership (currently in progress) (American College of Education) - Personal Knowledge Management