

Personal knowledge management system trends and how they can improve productivity

By [Martijn Aslander](#)

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In today's data-driven world, managing your knowledge effectively is more critical than ever before. By organising and utilising your knowledge through knowledge management, you can gain a competitive edge and drive success for your organisation. With the vast amount of information at our disposal, utilising knowledge management tools is essential in order to effectively manage and leverage this valuable data.



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Effective knowledge management is crucial in streamlining workflows and increasing productivity. A reliable tool can assist in leveraging your knowledge base through features such as templates, formatting options and customisable settings.

With a wide range of personal knowledge management (PKM) system options available, it can be challenging to determine the best one for you. To assist in your decision-making process, consider exploring some of the top options and utilising their features to enhance your knowledge management system.

The latest digital tools enable employees to quickly capture and share their knowledge with colleagues in an efficient manner. Applications like Notion, online whiteboards such as Miro, and note-taking apps like Evernote and Roam Research are examples of tools that can help to organise and make accessible the knowledge of an individual or a team.

Unpacking PKM

PKM is the process of actively acquiring, organising, sharing, and applying knowledge in order to improve personal and professional effectiveness. It is the practice of creating and maintaining an individual system for collecting, analysing, and leveraging information to increase productivity, creativity, and decision-making capabilities.

It includes activities such as information gathering, note-taking, summarising, categorising, indexing, and archiving

knowledge. The goal of PKM is to improve an individual's ability to find, understand, and apply information to achieve their goals, whether in the workplace or in their personal life.

PKM encompasses a wide range of tools and methods, including digital tools such as note-taking apps, knowledge management software, and cloud storage platforms, as well as more traditional methods such as paper notebooks and folders. It is a lifelong process that requires regular review, maintenance, and updating to ensure that the knowledge and information collected is relevant, accurate, and useful.



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Here are some trends in PKM that are currently gaining popularity:

- **Artificial intelligence and machine learning:** Artificial intelligence and machine learning are being used to assist in the process of personal knowledge management by automating tasks such as information discovery, organisation, and summarisation.
- **Mind mapping:** Mind mapping is a method of organising and visualising information that is becoming increasingly popular as a tool for PKM. It allows users to create a visual representation of their knowledge and ideas, making it easier to connect and understand information.
- **Micro-learning:** Micro-learning is a method of learning that focuses on small, bite-sized chunks of information that can be easily digested and applied. It is becoming increasingly popular as a way to manage and apply knowledge in a fast-paced, ever-changing environment.
- **Gamification:** Gamification is the process of applying game design elements to non-game contexts, such as learning and personal knowledge management. It is becoming increasingly popular as a way to make PKM more engaging and fun.
- **Knowledge management systems:** Knowledge management systems are becoming more popular in organisations as a way to manage and share knowledge and information. Many of these systems are now available as cloud-based services, making them easily accessible to individuals for personal use.
- **Self-directed learning:** Self-directed learning is becoming more popular as people want to take more control over their own learning and development. This includes using technology to access information and resources, as well as setting goals and creating personalised learning plans.



Martijn Aslander, tech philosopher

By staying informed about these trends and adapting PKM methods accordingly, individuals can improve their ability to acquire, organise, share, and apply knowledge to achieve their goals.



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Here are some ways to implement PKM in your daily life:

- **Organisation:** Create a system for collecting and organising information that works for you, whether it's using digital tools such as note-taking apps or traditional methods such as paper notebooks.
- **Reassess and improve:** Regularly review and update the information you've collected to ensure that it's still relevant, accurate, and useful.
- **Visualisation:** Mind mapping can be a useful tool for visualising and organising information. It allows you to create a visual representation of your knowledge and ideas and connect different pieces of information.
- **Micro-learning:** Break down information into smaller chunks that are easy to digest and apply. This can make it easier to absorb new information and knowledge.
- **Gamification:** Incorporate elements of game design into your PKM process to make it more engaging and fun.
- **Self-directed learning:** Take control of your own learning by setting goals, identifying the resources and information you need, and creating a personalised learning plan.
- **Collaboration:** Share and collaborate with others to expand your knowledge and get different perspectives on the information you've collected.

By implementing these best practices, you can improve your ability to acquire, organise, share, and apply knowledge to achieve your goals.

ABOUT THE AUTHOR

Martijn Aslander is a tech philosopher, globally renowned guest speaker and thought leader.

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