



Here is a practical step-by step guide to help you deal with information overload and to stay sane while you're at it:

### **Step 1: Open your browsing history.**

It's time to face the facts. Breathe in, breathe out, and do it.

It might be a really long list. Scroll down and have a quick look at all the websites there.

Let that sink in a bit.

Which websites were actually useful? A part of them might have been just a waste of time.

Sure, it's not a sin to watch a few funny videos and to read some random blog posts. But if this kind of content forms the biggest chunk of your browsing history, it's time to reorganize your priorities.

### **Step 2: Make a list.**

It's time to go back to the old pen and paper thing. Take a while to write down the websites that really matter.

This list might include reputable websites, useful blogs, or any other source that you need to check out for work purposes. Then think of a few other websites that you really enjoy reading.

Be careful here. There is a thin line between relaxing a bit and throwing your day away by mindlessly exploring a ton of websites and spending hours just randomly surfing from one link to another.

### **Step 3: Identify time-wasters.**

The internet never sleeps. It can suck you in at the wee hours of the morning.

Before you know it, it's 2 AM and you haven't done much. There are a lot of things going on at any given moment of the day.

You don't need to scroll through everything and you certainly shouldn't read or see any random thing that might be remotely interesting in a way or another. There are just 24 hours in a day and you should use them wisely.

Pay attention to the information you're spending your time on. If it's just a time-waster with no real benefit – unfollow, unsubscribe and unclutter your schedule.

Yes, those puppy videos might be the cutest thing ever. Or maybe you keep checking out the latest updates in your favorite YouTubers' lives.

But let's be honest. Some webpages don't bring any value as you won't remember them the next day, let alone assimilating some useful piece of information. You should wave them goodbye if you care about your time.

Write down all time-wasters. Keep this list close.

Put a post-it note where you can easily see it. If you want it away from prying eyes, use Windows Sticky Notes or install an app.

#### **Step 4: Cut down TV time as well.**

Limiting your time online doesn't mean anything if you will watch TV anytime you have the chance. Forget about it.

A TV show or two can work just great to unwind a bit. Or perhaps you have an old habit of watching the news in the morning while you're drinking your coffee.

That's ok. But don't go overboard.

### **Step 5: Control social media.**

Many individuals spend hours every day just scrolling through their news feed. That can be counter-productive and pointless.

Some people share their entire life on social media and post too much. It's not necessary to know everything that celebrities or acquaintances are doing in their lives.

You might follow folks who are way too generous with personal information: breakfast pictures, rants, endless selfies, check-ins, tons of likes. It doesn't make much sense to see that all the time.

You can organize your feed to get only the posts that matter by unfollowing people, muting them, or hiding the posts you are never interested in anyway.

### **Step 6: Schedule your time online.**

You can't be productive if the tempting possibilities that the internet has to offer constantly drag you down. Check your favorite websites in the morning or during your commute by public transport.

This should go without saying. Still, if you're driving, it shouldn't even cross your mind to check your phone.

Then throughout the day focus on work and your other responsibilities. If you find it hard to limit your time online, set a timer and get short 'internet breaks'.

**Step 7: Disconnect.**

Accept the fact that it's impossible to know everything. Focus on the information that really matters and has the potential to make a meaningful difference in your life.

Every now and then, allow yourself to let go of your computer and smartphone. Recharge your own batteries by doing things that don't involve massive amounts of information.

Whether you prefer to rediscover old hobbies, explore new ones, or talk to friends face-to-face, make sure you enjoy enough time offline. It's important to just disconnect sometimes.

We have huge amounts of information literally at our fingertips. Sometimes that might stress you out because you don't have enough time for everything.

However, if you filter the information correctly you can enjoy useful content and avoid wasting time with websites that you'll forget as soon as you click away. Less chaotic browsing will lead to more time for yourself and help you stay sane in a fast-paced world.