

How to Build Your Personal Knowledge Management System

Quick Survey

**How many people know
about the PKM concept?**

What Is PKM & Why You Need It?

What Is PKM & Why You Need It?

Definition

“Personal knowledge management (PKM) **is a** collection of **processes** that a person uses to **gather, classify, store, search, retrieve and share knowledge** in their daily activities (Grundspenkis 2007) and the way in which these processes support work activities (Wright 2005). It is a response to the idea that knowledge workers need to be responsible for their own growth and learning (Smedley 2009). It is a bottom-up approach to knowledge management (KM) (Pollard 2008).”

What Is PKM & Why You Need It?

Benefits

Learning / self development competence

Creativity competence

Problem solving competence

Analysis competence

Communication competence

Ref.

Cheong, Ricky & Tsui, Eric. (2010). The roles and values of personal knowledge management: An exploratory study. VINE. 40. 10.1108/03055721011050686.

Wright, Kirby. (2005). Personal Knowledge Management: Supporting individual knowledge worker performance. Knowledge Management Research and Practice. 3. 10.1057/palgrave.kmrp.8500061.

What Is PKM & Why You Need It?

Benefits cont.

The values of PKM for individuals were found to improve the individual competences, as suggested by Cheetham and Chivers (1996, 1998). Retrieving skill provides a very high value in learning / self development competence. Evaluating skill provides a very high value in creativity competence, problem solving competence, learning / self development competence, mental agility competence, analysis competence and reflecting competence. Organizing skill provides very high values in problem solving competence, learning / self development competence, mental agility competence, analysing competence and reflecting competences. Analysing skill provides very high values in creativity competence, problem solving competence, learning / self development competence, mental agility competence, analysing competence and reflecting competence. Collaborating skill provides very high values in communication competence, creativity competence and problem solving competence. Presenting skill provides a very high value in communication competence and creativity competence.

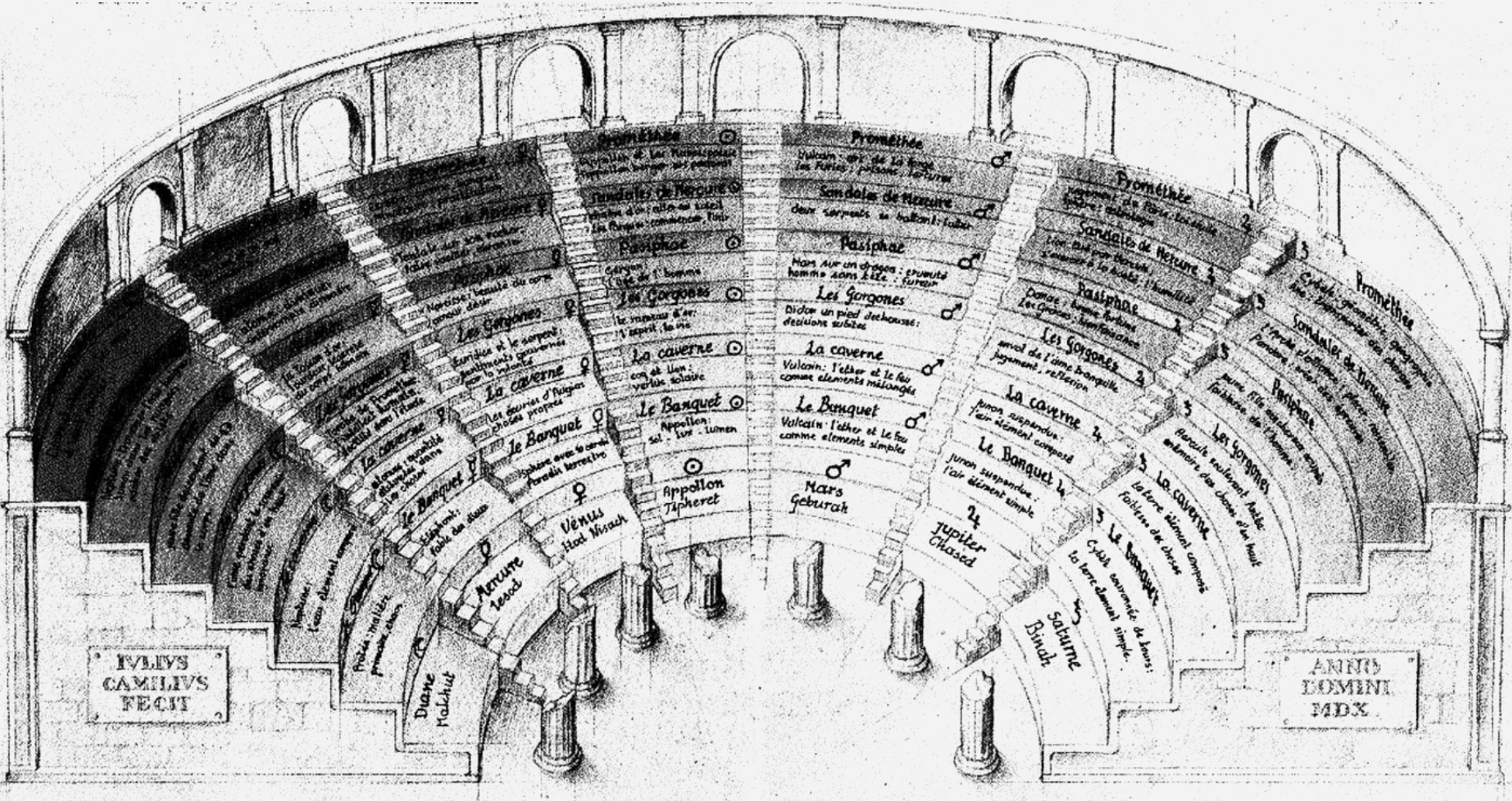
Ref.

Cheong, Ricky & Tsui, Eric. (2010). The roles and values of personal knowledge management: An exploratory study. VINE. 40. 10.1108/03055721011050686.

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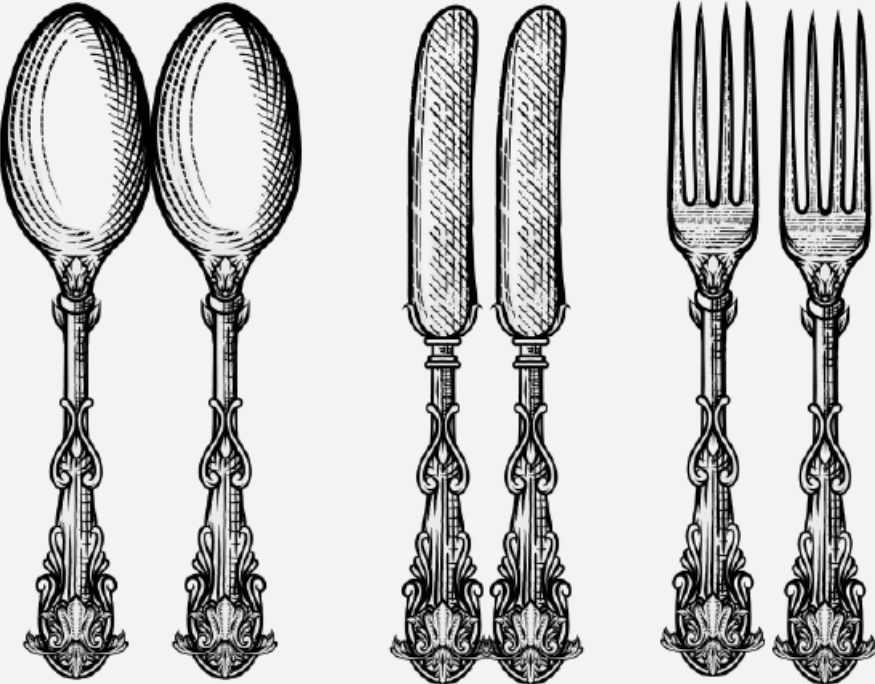
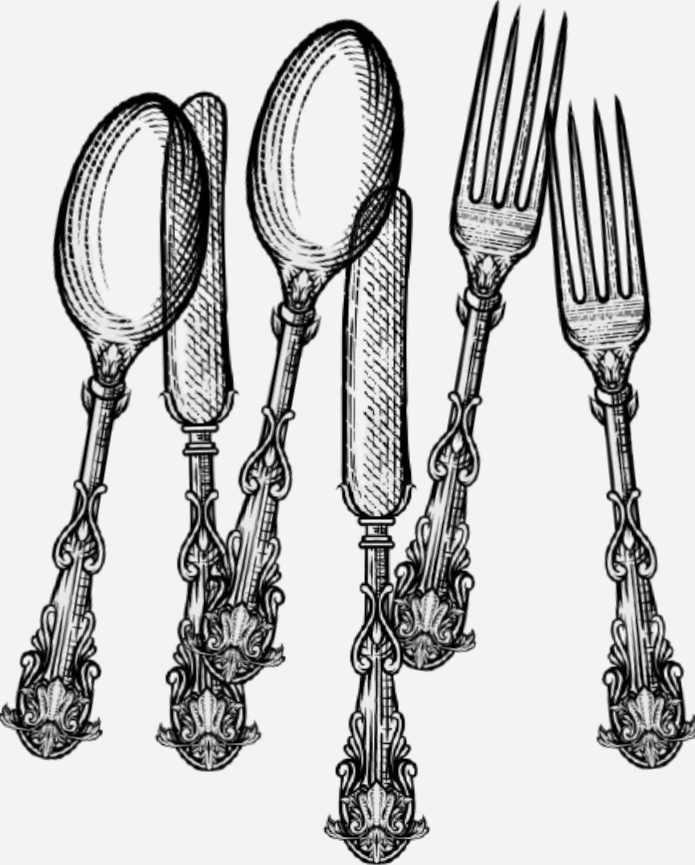
What Is PKM & Why You Need It?

Example: Mind Palace



What Is PKM & Why You Need It?

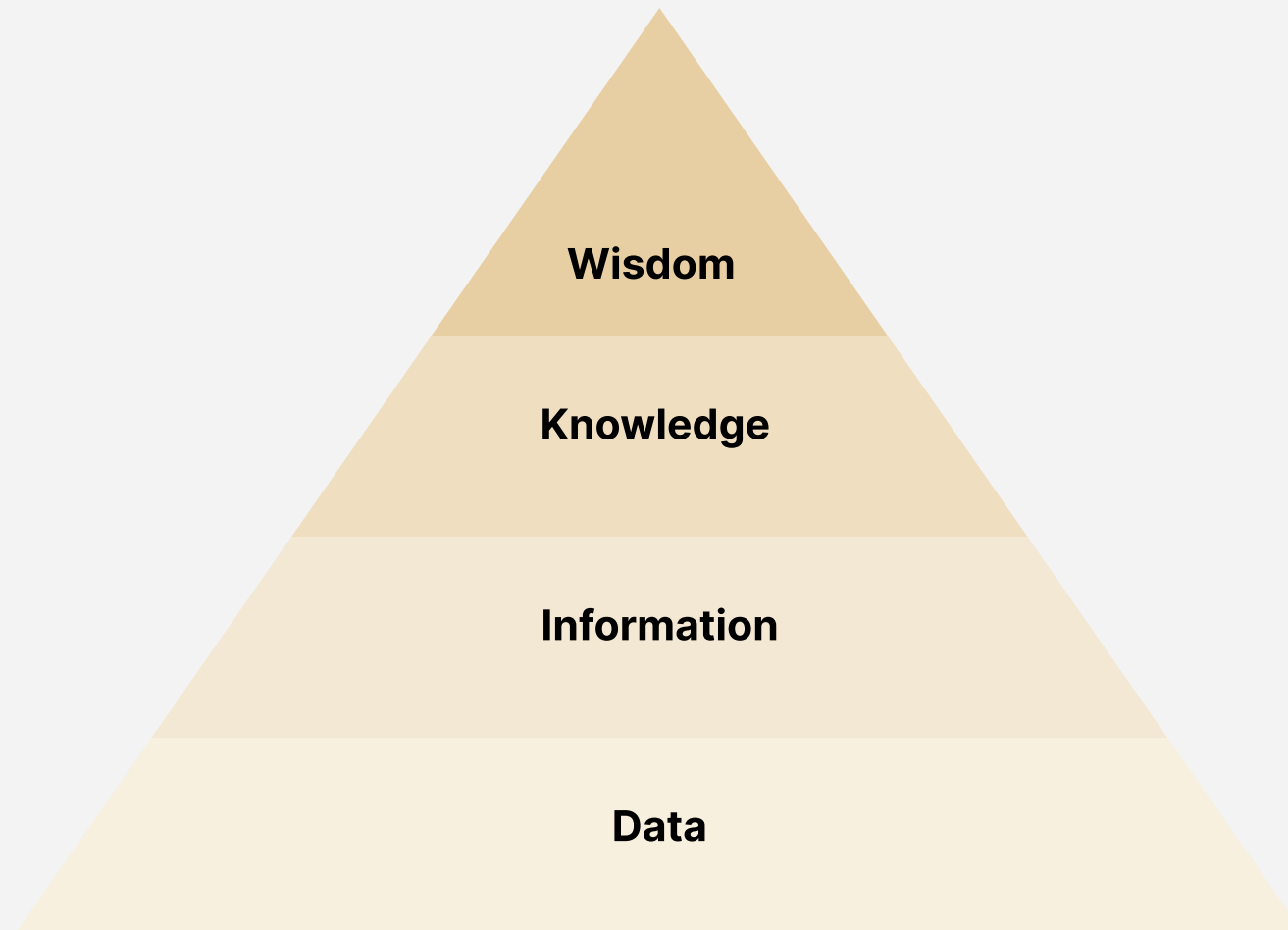
Example: Organizing



The DIKW Pyramid

The DIKW Pyramid

Definition



Data is just a set of signals or symbols. Nothing more – just noise.

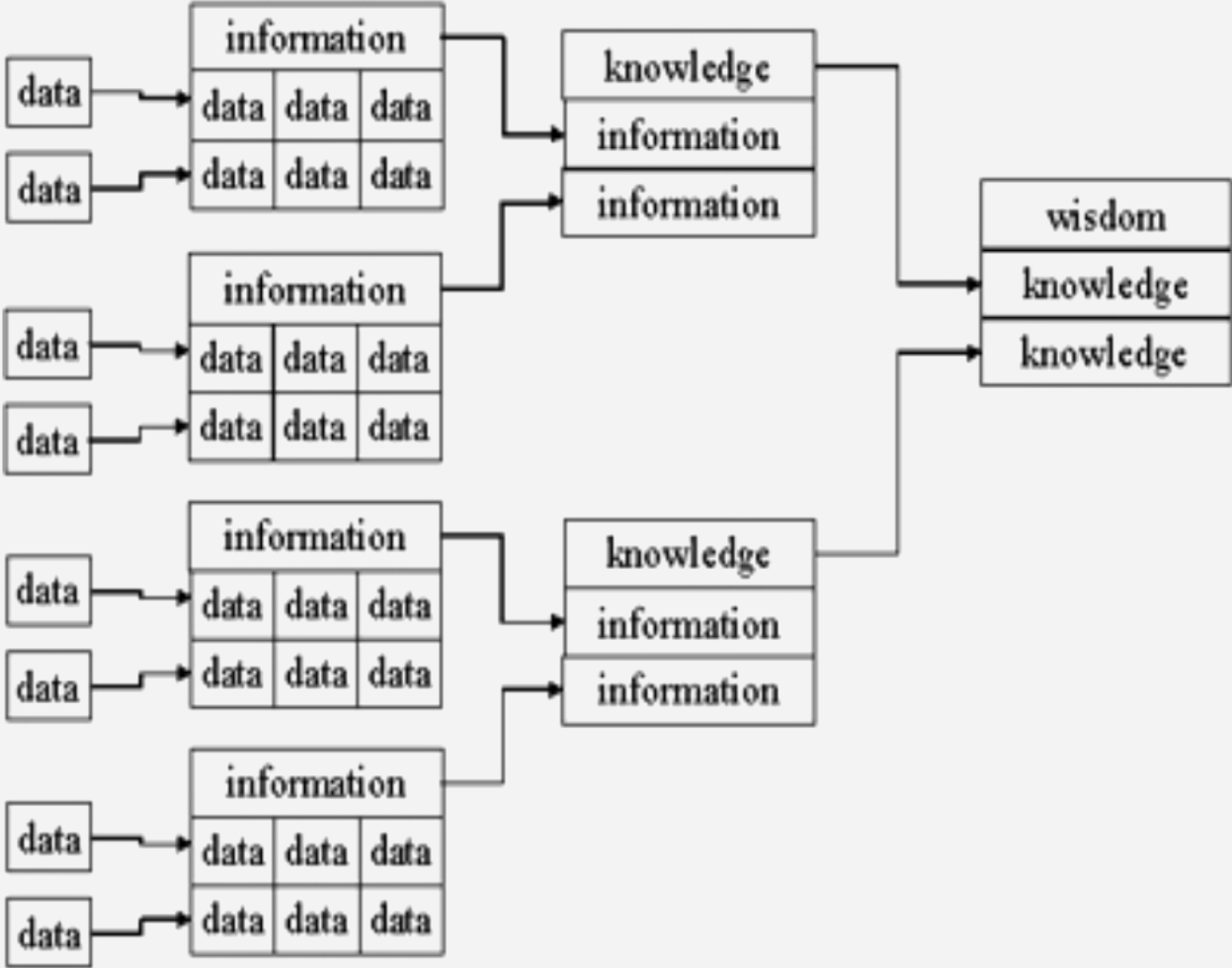
You get **Information** when you start to make data useful.

Knowledge allows us to detect patterns based on the information we get.

Wisdom allows us to predict the future correctly, not only by detecting and understanding patterns but also deeply comprehending the “Why” behind those patterns.

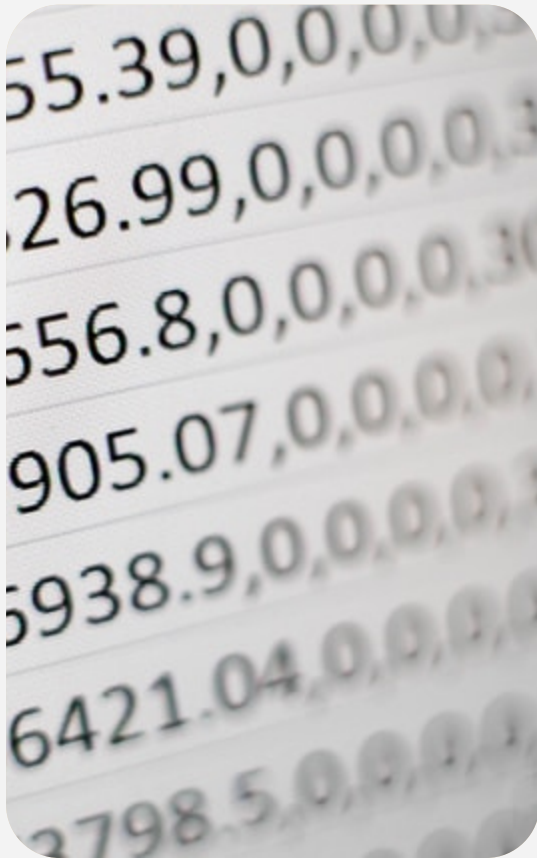
The DIKW Pyramid

Hierarchy



The DIKW Pyramid

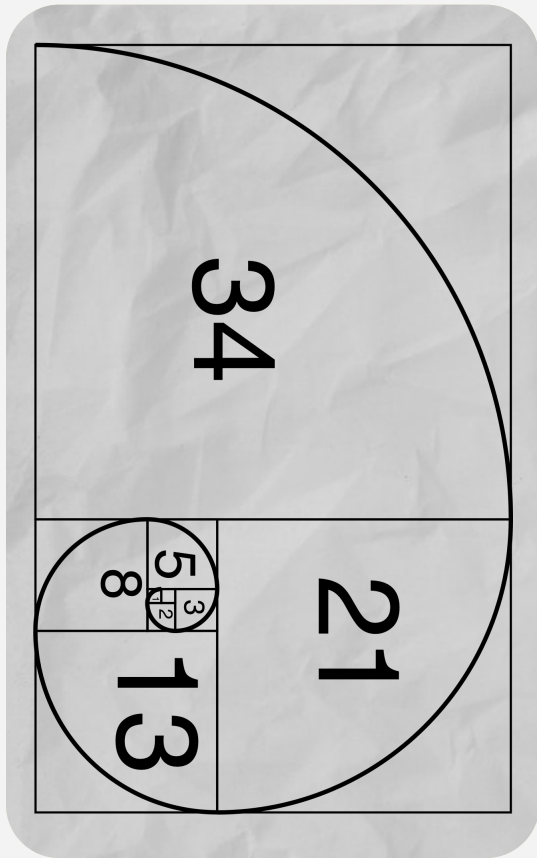
Example



Data



Information



Knowledge



Wisdom

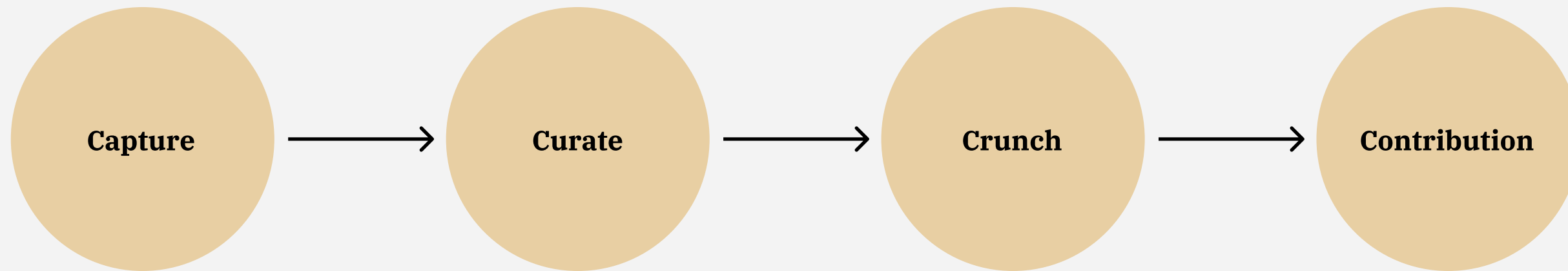
Quick Exercise

**Share your example of
DIKW model**

4C-Process

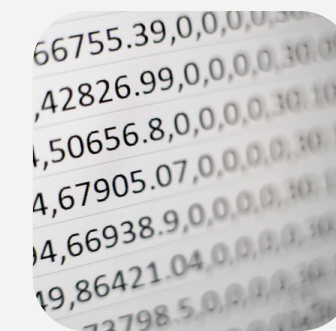
4C Process

Overview



4C Process

Capture



Collect & Store

Collect information is the first step for you to build up your Personal Knowledge System.

These information resource could be: news letter, blog posts, tweets, books, scientific papers, note from conference etc.

After collecting, I will store them in Pocket or Notion for next step.

Browser: All Personal Feeds
 URL: feedly.com/fi/collection/content/user/984df5b9-49a9-472f-bbe4-640e1f03d66f/category/global.all

All Personal Feeds
 316 ✓ [Share] [User] [Menu] [Refresh] [More]

1 mute filter

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Browser: Pocket
 URL: app.getpocket.com

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| <input checked="" type="checkbox"/> | Singh K, Grover G, Bansal V | 2020 | How Inc | | | |
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Knowledge Base x +

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Knowledge Base Locked

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Knowledge Base

Add comment

Knowledge Base

Inbox List View

- 如何构建自己的认知体系? 收下高级设计师的总结! - 优设网 - UISDC
- How to build a personal knowledge management system - Cultivated Management

Categories

- Product
- Engineering
- Career
- Noteworthy
- Travel
- Recipe

?

Quick Survey

**What's your source of
information?**

4C Process

Curate



Classify & Organize

I stored all the information in one place -- Notion.

I read most of the articles when I was in rush. I add them to Pocket for a more deeper reading. If the articles are worth noting. I will send them to Notion.

Every few months, I will go through my knowledge base in Notion and clean it up. Remove the information is not relevant or out dated. Add labels or merge some notes together.

Knowledge Base

 **Inbox**  List View 

 [如何构建自己的认知体系? 收下高级设计师的总结! - 优设网 - UISDC](#)

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Product

 List View 

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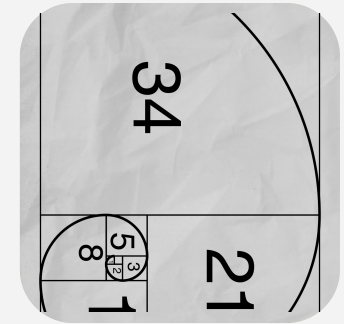
case study

Quick Survey

**What's your method of
notes management?**

4C Process

Crunch



Revise & Review

Information stored in Notion is not your knowledge yet. They are in your “Second brain” and stay there.

Review some knowledges or retrieve them regularly until you master them.

Revise existing information when new information added to you knowledge. Does it help you to understand this topic, or do you need update the old one?

Design Complex Application

notion.so/jpu/Design-Complex-Application-1a80909ecf494cbdacb1ecd2d9856fc7

Knowledge Base / Product / Design Complex Application

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2.1 Understanding Phase

Understand the domain knowledge and context in user's environment.

Challenges

- Gaining domain knowledge. E.g. Hard to understand the lab knowledge
- Understanding environment and context
- Inserting usability into a requirements based process

Generalist vs Complex

Conventional methods

Generalist applications for everyday domains:

- Focus on the user

Radical Candor

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Reading / Radical Candor

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P7-8

Relationships are core to your job. They determine if you fulfill these 3 requirements as a manager:

1. To create a culture guidance to motivate everyone goes to the correct direction
2. To understand what motivates each person to avoid burnout or boredom and keep the team cohesive
3. to drive resulted collaboratively

P12

being a boss is a job, not a value judgment

p14

Challenging others helps because:

4C Process

Contribution



Utilize & Sharing

The last part of the PKM is to use your knowledge or sharing them.

Using your knowledge is a way to help you transfer knowledge to wisdom and help your future work or life.

Sharing knowledge helps you to understand the knowledge better by transferring the knowledge to others.

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4 Structural Forms & Devices

Openings

The opening phrase, or entire first line, can also be set in small caps or in bold u&lc. Another excellent method of marking the start of the text, inherited from ancient scribal practice, is a large initial capital: a versal or lettrine.

Openings

OSCULETUR me osculo oris sui; quia meliora sunt ubera tua vino, ¶ fragantia unguentis optimis. Oleum effusum nomen tuum; ideo adolescentulae dilexerunt te.

VOX DILECTI MEI; ecce iste venit, saliens in montibus, transiliens colles. ¶ Similis est dilectus meus capreae, hinnuloque cervorum. En ipse stat post parietem nostrum, respiciens per fenestras, proniciens per cancellos. En

TRAHE ME, post te curemus in odorem

dilectam, quoadusque ipsa velit."

?

- Reading
 - Status
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- Deutsche
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- Add a page
- New page

Thank you!