



5 information management best practices to master modern work

“50% of employees reported struggling to find the right information or people to do the job, or an ever-increasing volume of tasks. They are so overwhelmed, they can no longer see the bigger picture; they can’t spot changes in customer needs. Employees suffering from information overload tune out and check out.”

- Gartner¹



To master modern work, follow these information management best practices:



1

Think strategy

Ensure information management tools and processes support and propel the business toward achieving its goals. OpenText can help translate an information management vision into an actionable strategy.

2

Strengthen information protection

Manage information securely through a combination of Zero-Trust Information Governance and a cybersecurity portfolio. Leverage information management to ensure access to sensitive data is restricted to only those who require it.

3

Integrate to optimize

Connect people, applications, processes and context to boost productivity, enrich the value of information and drive digital agility.

4

Automate to expedite

Build automated processes that move at the speed of business to streamline workflows, ensure efficiency and simplify decision-making.

5

Adopt to transform

Foster strong adoption of information management and maximize business impact through effective communication, change management and training across the organization.



Discover more ways to optimize business with information management