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.”

- Gartner \(^1\)

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

\(^1\) Gartner, Business Quarterly: Help Your Talent Keep Transformation on Track, Cian Ó Móráin and Peter Aykens, First quarter 2023.

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