

## **Course C05**

### **Personal Information Management in Theory and in Practice**

3 units

#### *Instructors:*

William Jones, The Information School, University of Washington, Seattle, WA, USA.  
Jacek Gwizdka, Department of Library and Information Science, Rutgers University,  
New Brunswick, NJ, USA

#### *Benefits:*

Personal Information Management (PIM) includes the acquisition, organization, maintenance and retrieval of information by an individual in support of his/her roles and activities. This course provides an overview of PIM both as a field of inquiry and as an activity that all of us perform every day.

#### *Origins:*

Versions of the course have been given at ASIST'06, CHI'06, SIGIR'06, ASIST'04, and ASIST'03.

#### *Features:*

The course includes:

- An introduction to PIM with definitions, examples, a brief history of PIM and analysis of key PIM activities.
- Tools in support of PIM. How to evaluate the usefulness and usability of PIM tools.
- Practical tips for doing PIM and a look to the future in research and development.

#### *Presentation Style:*

The course is highly interactive and will be conducted as a combination of lectures, exercises, and group discussions. Participants will assess and refine their own individual strategies of PIM. Participants will also be divided into teams. Teams will meet throughout the day in order to design their own approach in PIM support, progressively applying principles discussed during the day. Teams will compete for a "Best of PIM" award to be given at the conclusion of the course.

#### *Intended Audience:*

The course is designed for a general audience. Researchers will learn about PIM as a field of inquiry and will be able to map from key activities and fundamental problems of PIM to an evaluation of tools and strategies. Everyone who attends will gain a deeper understanding of PIM, its fundamental problems, the roles it plays in daily life, how selected strategies and supporting tools can help, and how the new directions in research and development will likely impact our practices of PIM.

#### *Instructors' Backgrounds:*

William Jones is a Research Associate Professor at the University of Washington where he manages the Keeping Found Things Found project. Dr. Jones co-edited a special issue

on PIM for the Communications of the ACM (January, 2006 issue) and has written invited chapters on PIM for ARIST and for the Handbook of Applied Cognition. He has given numerous invited tutorials and organized several workshops on PIM including an invitational workshop sponsored by the National Science Foundation and a follow-on workshop in connection with SIGIR 2006 (<http://pim.ischool.washington.edu/>).

Jacek Gwizdka is an Assistant Professor in the Department of Library and Information Science at Rutgers University. His research includes the study of email use and email message management, as well as work on interaction mechanisms for adding metadata to electronic notebooks and to collections of digital photos.

For more details on the course please visit: <http://pim.ischool.washington.edu/>