

Personal Knowledge Management

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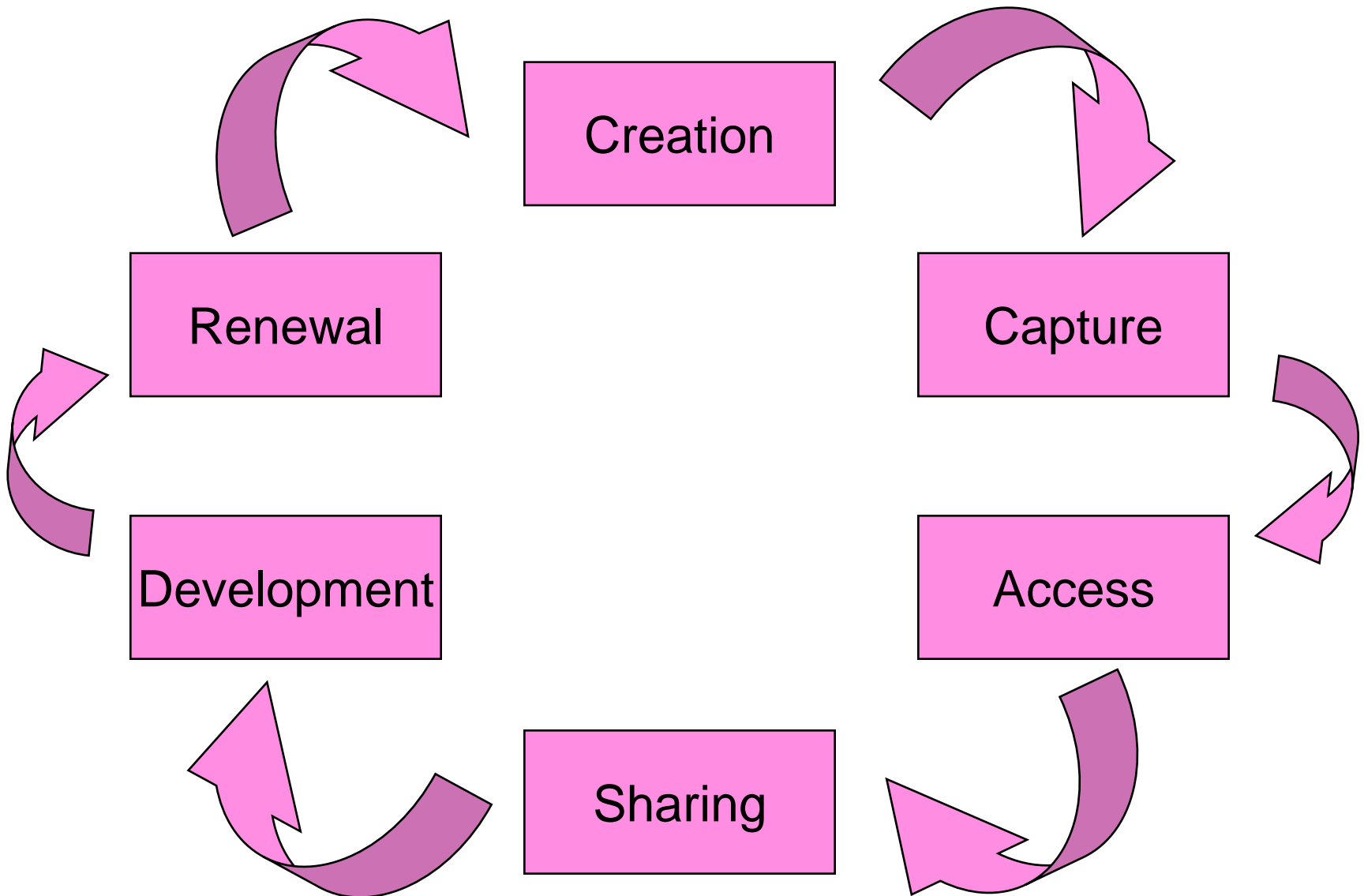
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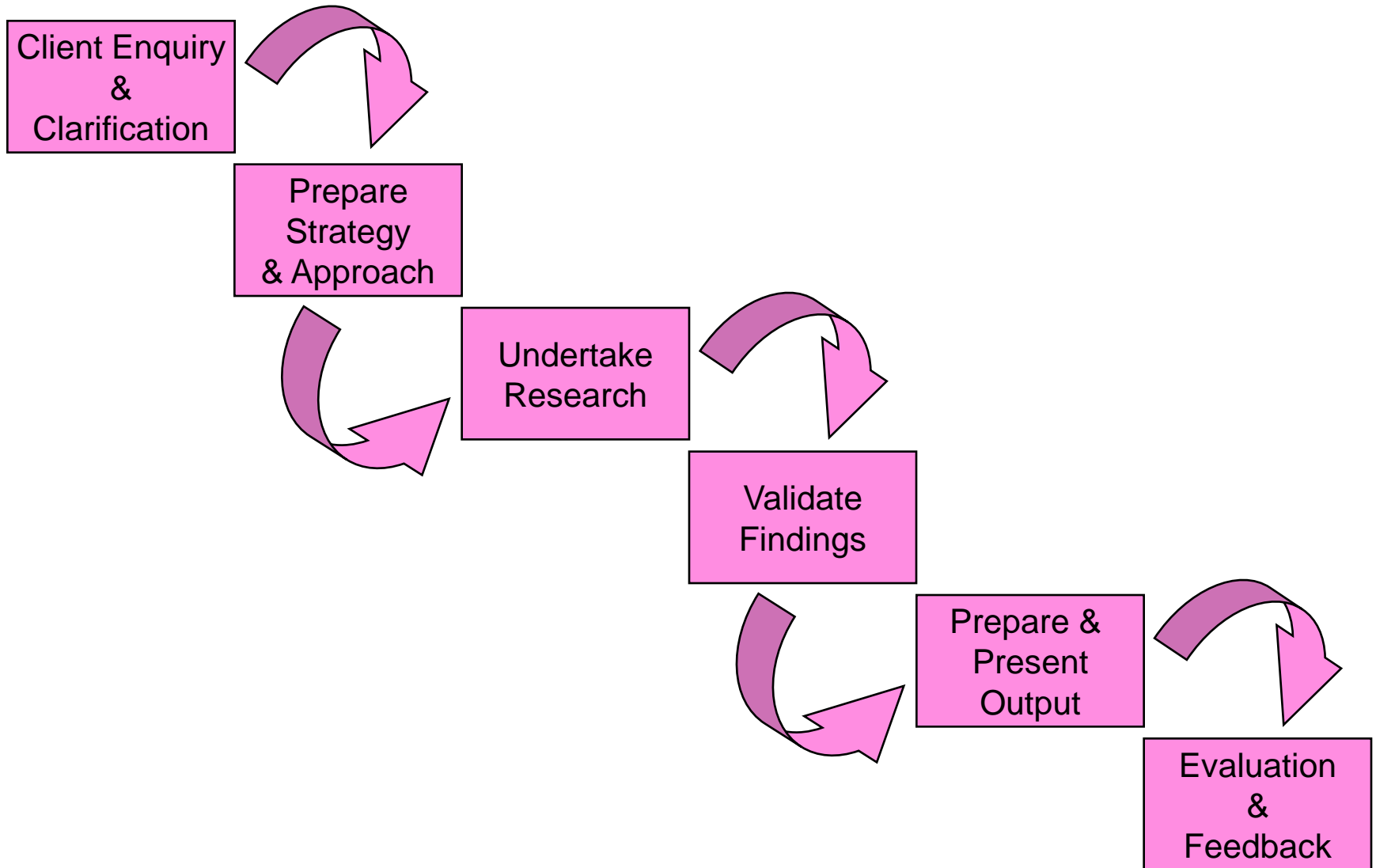
Personal Knowledge Management

- Managing what/who you know to achieve your personal and professional goals
- Institutionalised → Interpersonal
- Past, present and future
- Taking responsibility and being proactive
- Collaborative, dynamic and evolving
- Increasingly supported and enabled by technology
- Working smarter

Core Processes of Knowledge Management



Request Process – Mapping Knowledge



Personal Networking

- Network - A group of people who exchange information, contacts, and experience for professional or social purposes. (The Oxford Dictionary)
- 80% of new positions are the result of networking
- Almost everyone knows between 250-500 people on a first name basis
- 70% of people find networking painful or difficult

Your Networking Assets...

- Your existing networking 'assets' are all the relationships you have built, and in particular those which are current and active.

Produce a network diagram of your key contacts under headings such as:

- Friends – current and past
- Colleagues – current and past
- Suppliers
- Customers/Target Customers
- Intermediaries – advisers, business groups
- Association membership – professional or social
- Neighbours
- Friends of friends

Then ask yourself:

- Who else should I know and how can I meet them?
- What does this pattern tell me about my existing contacts?
- How many of these people would it be helpful and enjoyable to re-establish contact with?

Achieving Unconscious Competence

