

# Personal knowledge management

Course code: KOROZM

Over the years of study or work, we often accumulate a vast amount of various information sources, such as books, personal notes, or internet links, and it would be a pity not to make full use of them. The course on Personal Knowledge Management therefore provides you with a comprehensive overview of key principles and practical guidance for working effectively with information and previously acquired knowledge. Through an introduction to the note-taking application Obsidian and the information organization method Johnny.Decimal, we will demonstrate in practice how to organize information clearly and productively from any source and for any intellectual topic.

Affiliate	Duration	Course price	ITB
-----------	----------	--------------	-----

The prices are without VAT.

## Course terms

Date	Duration	Course price	Type	Course language	Location
------	----------	--------------	------	-----------------	----------

The prices are without VAT.

### Who is the course for

For those who feel they are “drowning” in information and need to regain control over it, or who feel they are not able to use the knowledge they have accumulated over years of study or work effectively enough.

### What we teach you

The aim of the training is to:

- Learn how to organize information sources regardless of where they are located or what form they take.
- Learn how to connect and annotate related topics and ideas in a way that reflects how our brain thinks, rather than how computer folders are structured.
- Learn how to store information and information sources so that even years later we can easily and quickly find them and navigate through them.

Benefits:

- You will gain a range of tips on how to build your own knowledge management system that truly suits you.
- Thanks to the Johnny.Decimal method, you will no longer have chaos in your computer or cloud folders.
- You will discover what kind of “information personality” you are and which digital tools you should therefore choose for your studies or work.
- You will learn the basics of note-taking in Obsidian, which will be useful whether you continue using Obsidian or switch to another modern note-taking application in the future.
- Your creativity and productivity will increase as your perspective changes on how we can work with text today, what “information” actually is, and what role it plays in our lives.
- The level of effort and stress you would otherwise face when working with information will be reduced.

### Required skills

Basics of computer use

### Teaching materials

Instructor’s materials for the given topic.

### Course outline

- “Words in the Beach Sand” – an introduction to what information is and what it is actually for.
- “The Human Brain Is Not a Computer Folder” – installing Obsidian and becoming familiar with the concept of so-called cross-references (links).
- “Everything Can Have Its Own Barcode” – introduction to the form and use of unique identifiers (UIDs), including in Obsidian.

#### GOPAS Praha

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# Personal knowledge management

- "A System for Organizing Your Life" – presentation of the folder organization method known as Johnny.Decimal.
- "Johnny.Decimal on Steroids" – how the Johnny.Decimal system can be enhanced when studying multiple disciplines or creating extensive databases of information sources.
- "When One Topic Exists in Multiple Places" – explanation of the concept of information repositories and how to use them with the Johnny.Decimal system.
- "One Database, Three Lists" – a final practical demonstration of how a personal knowledge system works as a whole.

**GOPAS Praha**  
Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)

 **GOPAS®**  
Copyright © 2020 GOPAS, a.s.,  
All rights reserved