

# CHAPTER SUMMARY

## Section 11.1

### **Manage Technology**

Technology can help people meet their needs and wants. There are many benefits of using technology, but there are also many drawbacks. Managing technology properly can help you enjoy its benefits and minimize its drawbacks. Technology is both a resource and a tool to manage other resources. You can use strategies to stay in control of technology.

## Section 11.2

### **Manage Information**

There is a wide variety of information available today. You must use critical thinking skills to analyze the information you receive and determine that it comes from reliable sources. Organize and summarize information so that it is more useful to you. Respect ownership rights, and do not plagiarize other people's work.