

NODE Book Club

Building a Second Brain

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Introduction

- We consume a lot of information.
 - But we can't remember it all.
- We all take notes, collect bookmarks, etc.
 - But we don't use them well enough later.

Because we don't have a system.

The Second Brain

A second brain can:

- Make our ideas concrete.
- Reveal new associations between ideas.
- Incubate our ideas over time.
- Sharpen our unique perspectives.

Digital notes apps are suitable for building a second brain. Because they are:

- Multimedia
- Informal
- Open ended
- Action-oriented

Paper notes also have these qualities. But
digitalisation makes them:

- Searchable
- Easily editable
- Sharable
- Linkable
- Syncable

Three stages of Personal Knowledge Management

- Remembering
- Connecting
- Creating

The **CODE** Method: The Four Steps to Remembering What Matters



Capture - Keep What Resonates

“

Everything not saved will be lost.
Nintendo “Quit Screen” message

”

Creating a Knowledge Bank

- How can we decide what to save when we have no idea what the future holds?
- A knowledge asset is anything that can be used in the future to solve a problem, save time, illuminate a concept, or learn from past experience.
- Knowledge assets can come from either the external world or your inner thoughts.

External knowledge assets

- Highlights
- Bookmarks
- Voice Memo
- Meeting notes
- Images

Internal knowledge assets

- Insights
- Memories
- Reflections

What **Not** To Keep

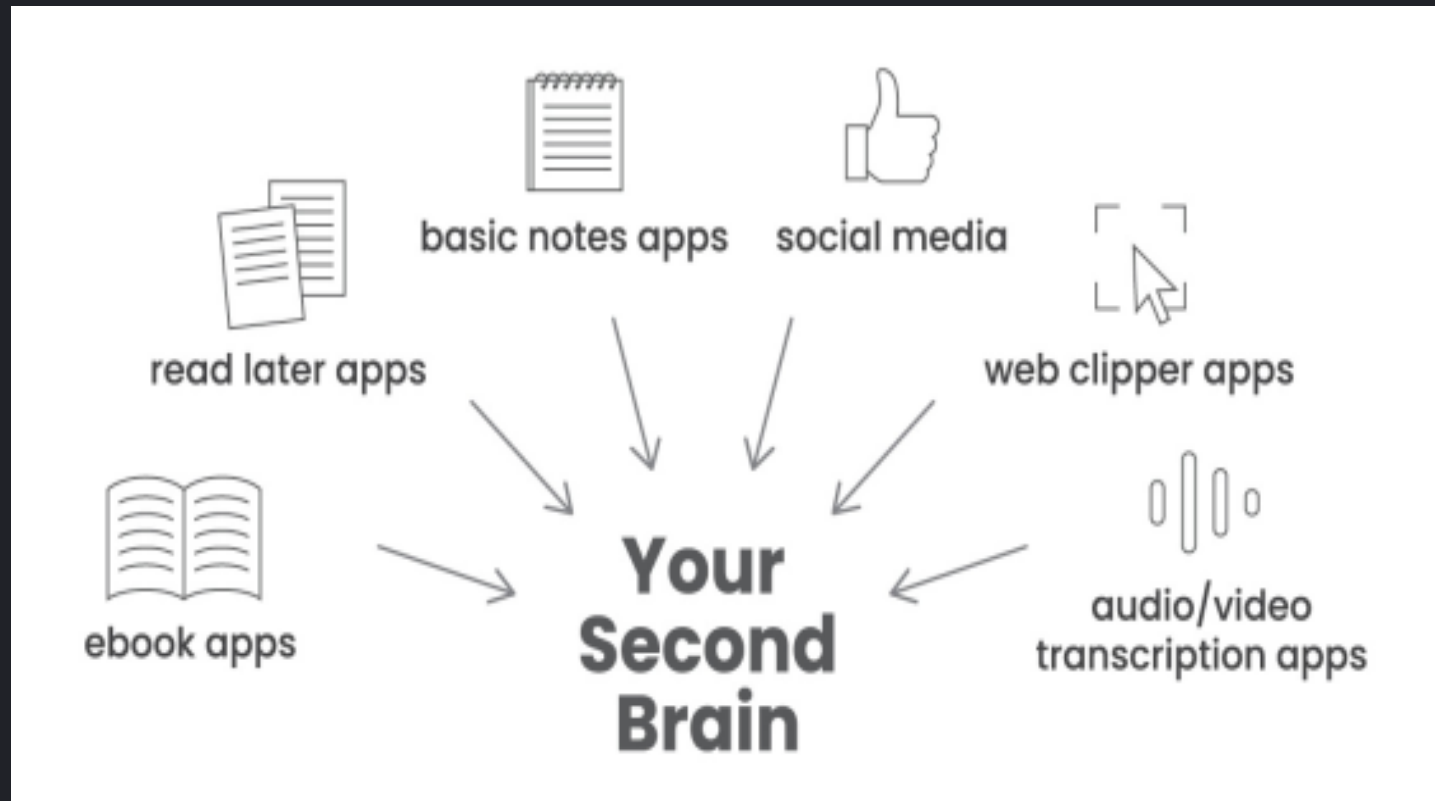
- Security sensitive information
- Special format files
- Very large files
- Notes that require collaboration

Capture Criteria

- Does it inspire me?
- Is it useful?
- Is it personal?
- Is it surprising?

Ultimately, capture what **resonates!**

Beyond Your Notetaking App



**Your Turn: What Would Capturing Look
Like If It Was Easy?**

Organize - Save for Actionability

“ Be regular and orderly in your life so that you may
be violent and original in your work.

Gustave Flaubert

”

Organizing for Action

- People have tried different ways to organize their digital lives.
- But they all failed because they required too much time and effort.
- Why not just organize by project?

PARA Organization System

PROJECT

Short-term efforts in your work or life that you're working on now

AREA

Long-term responsibilities you want to manage over time

RESOURCE

Topics or interests that may be useful in the future

ARCHIVE

Inactive items from the other three categories

Areas: What I'm Committed to Over Time

PROJECT	AREA
Lose 10 pounds	Health
Publish a book	Writing
Save 3 months of expenses	Finances
Create app mockup	Product design
Develop contract template	Legal

Resources: Things I Want to Reference in the Future

A catchall for anything that doesn't belong to a project or an area.

- What topics are you interested in?
- What subjects are you researching?
- What useful information do you want to be able to reference?
- Which hobbies or passions do you have?

Archives: Things I've Completed or Put on Hold

Any item from the previous three categories that is no longer active.

- Completed or cancelled projects
- Areas that you are no longer committed to
- Resources that are no longer relevant

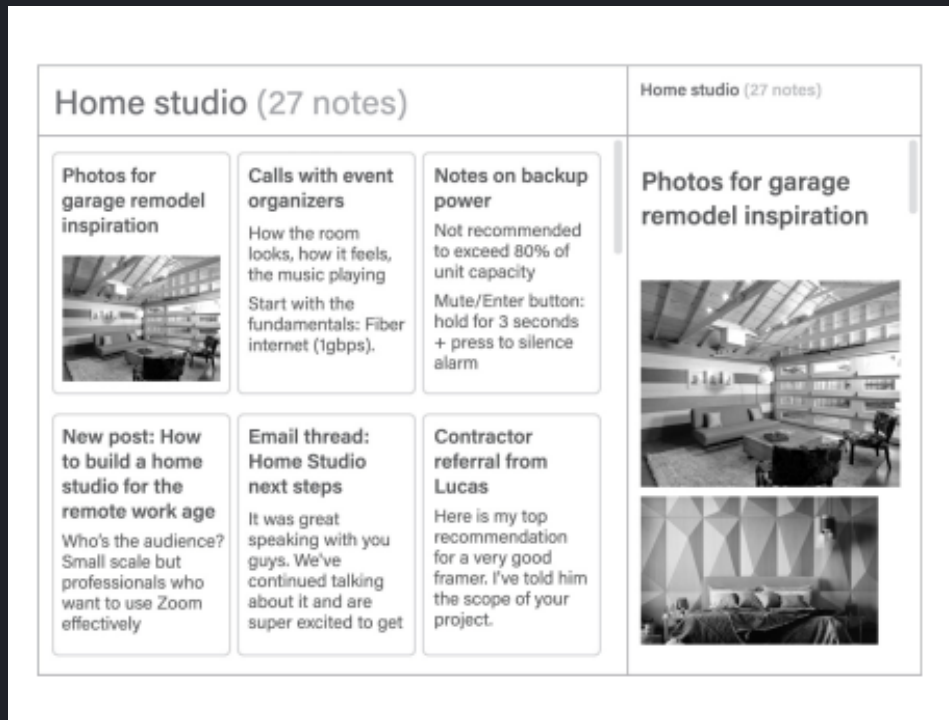
How Does it Look Like?

TITLE
▶ 1 Projects (11)
▶ 2 Areas (36)
▶ 3 Resources (45)
▶ 4 Archives (216)
▶ 0 Inbox (0)

Top level view

TITLE
▼ 1 Projects (11)
▶ 2021 taxes (2)
▶ BASB 13 (14)
▶ BASB book launch (43)
▶ BASB manuscript (202)
▶ Cash balance plan (2)
▶ Course Director (4)
▶ Ext Cognition article (5)
▶ Home studio (27)

Projects view



Example project view

Where Do I Put This?

- **Seperate** capture and organize into two distinct steps
- Questions to ask yourself:
 1. In which project will this be most useful?
 2. If none: In which area will this be most useful?
 3. If none: Which resource does this belong to?
 4. If none: Place in archives.

Your Turn: Move Quickly, Touch Lightly

Start by creating project folders for your current projects.

- Notice what's on your mind
- Look at your calendar
- Look at your to-do list
- Look at your downloads, bookmarks, emails ...

Final Comments

See you in part 2!